FEDERAL BUREAU OF INVESTIGATION
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FOI/PA# 1346539-0

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Page 15 ~ Referral/Direct;
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Page 41 ~ b7E;
Page 55 ~ b1; b3 - Per OGA;
Page 86 ~ b6; b7C;

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STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. HARBO

DATE: October 16, 1951

FROM : D. J. PARSONS

SUBJECT: WAR PLANS
SECURITY AGENCIES' MICROWAVE SYSTEM

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Mohr
Tele. Room
Nease
Gandy

The Executives Conference memorandum of October 6, 1951, advised the Director that the Conference had reconsidered the Bureau's tie-in to the Security Agencies' microwave network and recommended that we now advise the Committee of our Shepherdstown plans and consider the installation of equipment at Shepherdstown under a pretext. The Director's notation on that memorandum asked why it had taken so long to arrive at this decision.

We were first approached in July 1951 and advised concerning the plan for a microwave system to link the emergency headquarters of the critical agencies and the White House. We were requested to supply the location of our emergency headquarters to a Subcommittee consisting of representatives from a number of other agencies. By Executives Conference memorandum of July 13, 1951, it was decided that since we were not in the position of most of the agencies having an occupied and controlled emergency headquarters, we were not in a position to install our equipment at Shepherdstown and operate it on a twenty-four-hour a day basis as was desired. Further, we were endeavoring to protect the security of our plans at Shepherdstown and we were advising the National Security Resources Board of our plans directly rather than through this Subcommittee which was headed by a Civilian Defense man. It was recommended that we advise the Subcommittee that we desired our microwave installation to be made at our main radio station which we were planning to relocate. It was not until we were requested to answer a questionnaire, which was answered by a detailed memorandum on October 8, 1951, that it became necessary and desirable to furnish the location of our emergency headquarters to the NSRB Planning Committee.

In accordance with Mr. Tolson's instructions, I conferred with Colonel Bronson of NSRB on October 10, 1951, and a separate memorandum is being prepared.

DJP/mek

RECORDED - 65 66-1241-51

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EX-79

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 02-28-2011

October 22, 1951

~~SECRET~~

VIA LIAISON

Colonel Howard F. Bronson, Jr., USAF
Special Assistant to the Chairman
National Security Resources Board
Executive Office of the President
Washington 25, D.C.

Dear Colonel Bronson:

Reference is made to your memorandum of September 26, 1951, addressed to Mr. O. H. Bartlett of this Bureau, relative to a proposed "Security Agencies Microwave System."

Confirming information furnished orally by Messrs. D. J. Parsons and I. W. Conrad of this Bureau at meetings held in your office on October 10 and 16, 1951, respectively, it is noted that this Bureau's terminal equipment for the microwave network will be located in the vicinity of Shepherdstown, West Virginia. In view of the fact that it is understood that the Sharpsburg, Maryland, relay for the proposed system will not be in operation within the near future, consideration is being given to the plan of acquiring and installing at Shepherdstown the necessary microwave equipment to permit tieing in to the system at the control point at Mt. Weather, in accordance with the suggestion of Mr. Leslie Kullenberg.

With regard to requested information relative to station identification, it is suggested that this subject might well be considered by Mr. Kullenberg's committee in connection with the drafting of procedures, in order to insure uniformity of approach.

Sincerely yours,

IWC:jo

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STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: October 22, 1951

FROM : L. B. Nichols

SUBJECT: C

E. K. Beckett - Plans for Sta

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Mr. Ritzell of the American Telephone and Telegraph Company at Charlottesville, Virginia telephoned Mr. McGuire in connection with the Bureau's communications installations being made at Shepherdstown, West Virginia, stating that he had been working closely with Mr. E. K. Beckett, wire chief of the Chesapeake and Potomac Telephone Company of West Virginia, headquartered at Martinsburg, and in going over the setup he had noted that while the cables are now in from the school to the central office and it is a direct line, that no provisions had been made for power outlets. He stated he would like to have definite advice as to the exact placement not only of the two switchboards but also of the teletypewriter equipment, as there is some associated equipment which must be put in the same room where the telephone and teletypewriter equipment is to be used.

Arrangements will, of course, have to be made for local power to be used to operate the teletypewriters and switchboard and I think this can be done right at the college by locating their main panels and then putting in a heavy duty cable to a switch box in the room where our equipment will be located.

This has been mentioned to Mr. Parsons and in view of other problems from the Laboratory standpoint which have arisen in connection with our installation, Mr. McGuire, Mr. Conrad and Mr. Parsons plan to go up to Shepherdstown at the end of this week as soon as a definite date of confirmation can be obtained from Mr. Ritzell, who wants to be present, along with Mr. Beckett.

CC: Mr. Harbo

CC: Mr. Glavin

JJM:hmc

RECORDED - 65 61-7[illegible]-53

EX-79

[illegible] 1951

61 OCT 30 1951

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. A. H. Belmont

FROM : V. P. Keay

SUBJECT: BUREAU WAR PLANS

DATE: October 30, 1951

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Attached is a list of employees of the Domestic Intelligence Division who are to be evacuated to alternate headquarters in the event of an emergency.

It is noted that alternates have not been designated specifically for the persons to be evacuated. It is considered that all employees of this Division who are not evacuated can be considered as alternates and can be notified on short notice to proceed to alternate headquarters in the event any persons now scheduled for evacuation become casualties.

Attachment

GEG:fh

List detached & retained in admin Div 11/2/51

RECORDED - 120

66-1734-54

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61 NOV 9 1951

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

FROM : W. R. GLAVIN

DATE: October 31, 1951

SUBJECT: EMERGENCY RELOCATION SITE
WARRENTON, VIRGINIA

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For the Director's information, I proceeded to Warrenton, Virginia last week to further check into the availability of space at the Chrysler Estate there. I also had Mr. Parsons proceed to the location with both radio and firearms men to spot locations which we had tentatively picked out for location of radio and range facilities. Satisfactory locations for range and radio facilities have been located.

At the present time floor plans are being prepared of our studies which were made on the estate last week of the main building and several other buildings which it was felt could be used. These floor plans will be completed by the end of the week. I have talked to the manager of the estate and he tells me that eight outside men have been handling all of the maintenance work on the estate up to the present time and he stated that maintenance costs would vary by the amount of work which the owner would want done. I have also discussed with the manager of the estate and real estate man the two plots of ground which I felt we would not need for our activity and have been told that undoubtedly there would not be any trouble in connection with the disposition of this land.

I am going to work exclusively on this particular matter for the next week and I hope to have a complete memorandum for the Director by the latter part of next week reflecting costs and other items in connection with this particular project.

I wish to advise at this time that the real estate dealer Mr. Montgomery at Warrenton telephonically communicated with me today stating that some foreign interest had expressed an interest in purchasing the estate and was willing to pay $6,000,000 for it, as compared to the $4,000,000 figure which has previously been quoted to us. I am going to keep in touch with [redacted] on this matter and will keep the Director advised. [redacted] at this time does not know the identity of the outside interest. He is not handling

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WRG:amb

This concludes

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INDEXED - DIRECTOR

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5-12

FEDERAL BUREAU OF INVESTIGATION

CORRELATION & LIAISON SECTION

Date 10/7/51, 1951

| | |
|---|---|
| ___Director | ___Mr. Keay |
| ___Mr. Tolson | ___Mr. Ammarell |
| ___Mr. Ladd | |
| ___Mr. Belmont | ___Mr. McGuire |
| ___Mr. Laughlin | Room 5640 |
| | ___Mr. Bartlett |
| ___Mr. Baumgardner | ___Mr. Bates |
| ___Mr. Callan | ___Mr. Blair |
| ___Mr. H. L. Edwards | ___Mr. D.M. Brown |
| ___Mr. Hennrich | ___Mr. J.W. Brown |
| ___Mr. Stanley | ___Mr. Burke |
| ___Mr. Patton | ___Mr. Connell |
| Room | ___Mr. Conroy |
| ___Miss Cuddy | ___Mr. DeLoach |
| ___Miss Henshaw | ___Mr. Desmond |
| ___Miss Reddy | ___Mr. Dinsmore |
| ___Mrs. Schwab | ___Mr. Dougherty |
| | ___Mr. Ellis |
| | ___Mr. Ferris |
| | ___Mr. Fipp |
| ___Mr. Bromwell | ___Mr. Flaherty |
| Identification Div. | ___Mr. Foley |
| ___Miss Harrington | ___Mr. Gotschall |
| Rm 7229 | ___Mr. Kuhrtz |
| ___Mail Room, | ___Mr. Landis |
| Room 5533 | ___Mr. Lynch |
| ___Reading Room, | ___Mr. Martin |
| Rm. 5531 | ___Mr. Moynihan |
| | ___Mr. Obenshain |
| | ___Mr. Papich |
| ___Records Section | ___Mr. Reynolds |
| ___Routing Unit | ___Mr. Roach |
| ___Send file, | ___Mr. Sanders |
| up to date | ___Mr. D. J. Sullivan |
| ___Send reference | ___Mr. W. C. Sullivan |
| | ___Mr. Thompson |
| ___See Me | ___Mr. Torrillo |
| ___Phone Me | ___Mr. Turner |
| ___Please Handle | ___Mr. Ward |
| | ___Mr. Woods |
| | ___Mr. Youtz |

I do not feel it requires an answer.

Did you attend this meeting? yes

What answer can we give?

O. H. Bartlett

7647

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: 10/17/51

FROM : MR. CLEGG

SUBJECT: WAR PLANS - EVACUATION

Tolson
Ladd
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Nichols
Rosen
Tracy
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Belmont
Mason
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Nease
Gandy

There is attached a list of items for consideration in connection with the proposed evacuation program from Washington. Also, there is attached a list of items in connection with evacuation to shelters at Seat of Government offices in Washington.

As the Director has approved full-time work on this program by Mr. Frank J. Holmes, copies of this memorandum and attachments are being furnished to each division chief in order that there may be added by Mr. Holmes additional items for handling in connection with these evacuation programs based on the suggestions from each division.

The Director has instructed that the deadline be set. It is suggested that this deadline be December 15, 1951. The Director has instructed that there be a monthly report of progress. Mr. Holmes will be instructed to contact appropriate officials in each division in order to keep abreast of the development and progress of each of the items listed. In the event there are certain items listed which are undesirable these matters can be brought to the Executives Conference for recommendation as to such items and activities.

Mr. Glavin is in charge of evacuation. Naturally the work in connection with radio and micro-wave communications logically fall under the Laboratory for working out the details; general communications and records under the Records and Communications Section; and supplies, equipment, transportation, and the like under the Administrative Division. This means, of course, that each division in the Bureau has some functions to perform in connection with completing this program. Mr. Holmes will appreciate any suggestions in connection with the attached itemization of details having to do with evacuation.

In noting the various items for action or consideration as attached, it should be observed that some of these things have been done, some of them are being worked on, and some have not yet been planned.

Attachments

cc - Messrs. Ladd, Nichols, Belmont, Glavin, Harbo, Rosen, Tracy, Mason, Holmes

NOV 18 1951

- HHC:FMB

Clegg and Glavin should personally supervise this project

RECORDED - 18 62-117341-57

NOV. 14, 1951

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October 15, 1951

ITEMS TO BE CONSIDERED IN THE EVENT OF EVACUATION FROM WASHINGTON

PERSONNEL

1. Of the 516 employees to be evacuated, what is the total from each division and the number for each type of work, such as, supervisors, filing, stenographers, typists, switchboard operators, radio operators, guards, etc.?

2. Each division on being informed of the specific number of each type employee from the division should prepare tentative lists of names of those for such evacuation. Alternates should also be selected in the same number. These lists should be brought up to date every 60 days.

In selecting those for the lists, consider their possible availability and willingness to leave Washington. Consider such matters as marital status, children, whether spouse is employed elsewhere in Washington.

3. Shall these employees on the tentative lists be now informed of the likelihood of their evacuation?

If not, then arrangements must be made to conduct a quick interview when the time is right within each section to determine their availability and if not available when the tentative list is exhausted, next take up the alternate list.

If employees are to be informed now, and this seems advisable, they should be requested to advise the Bureau promptly in the event the status as to their availability changes.

4. Complete arrangements so that upon signal for evacuation if employees are at work they can be sent home for packing needed clothing and luggage and make other arrangements for departure.

5. A system of mobilization of those who are sent home for their clothing, as well as a system for notifying and mobilizing those employees to go if the signal is received at other than working hours, should be completed.

1 66-1139-57

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ENCLOSURE

PERSONNEL (Cont.)

6. What about the families of married supervisors who are to go?

a. Advise the supervisors now of the possibility of their being selected for evacuation. Let them make personal arrangements now for their families to depart either for the homes of relatives who may reside in or near the Washington area, or arrange for them to be billeted with the families of other supervisors selected on the basis of personal friendship for a few days until more permanent arrangements can be made.

b. Organize a squad of supervisors whose duty it would be to assist in the evacuation of families of the employees who leave Washington to some outlying area, perhaps in some hotel or large estate until more permanent arrangements can be made by their husbands who have been evacuated.

It is recognized that inadequate transportation facilities would prevent the movement of families of all the married employees who are evacuated during the urgent period of evacuation. At the place to which evacuation is planned, according to information received, there is inadequate housing to care for them unless temporary houses are subsequently built, or the citizens in that area will evacuate therefrom and thus leave adequate residential space.

## TRANSPORTATION

1. On the signal for evacuation someone should be selected to depart immediately for the evacuation point to make arrangements for the arrival of Bureau personnel. If telephone lines are available, the call should be made promptly advising that there is to be an immediate evacuation from Washington to the evacuation point.

2. The number of cars and buses needed and available should be ascertained with a system of assembling this equipment for transportation of personnel.

3. The quantity of files, supplies, and equipment should be ascertained now so the number of trucks needed can be ascertained and a system of getting them available and quickly loaded should be completed.

4. Do not travel to the evacuation point in long trains of cars or trucks. Departure should be in small groups as ready not exceeding 5 or 6 vehicles in any group. This is to avoid providing a target for strafing as well as to reduce traffic difficulties.

5. With each small group of cars and trucks there should be at least one car of supervisors with sidearms and other necessary firearms to protect personnel and records against hi-jacking or parachutists. The firearms, of course, should be inconspicuous during transit.

6. There should be a front office detail which should make arrangements to move the equipment, records, and facilities needed by the Director and Messrs. Tolson, Ladd, and Nichols so that their offices will be set up and ready for operation on the arrival of these officials. The facilities, records, and equipment to be evacuated should be identified now and a plan for loading them on a top priority basis should be completed.

7. A work detail should be selected; their job would be to effectuate immediately the loading of equipment, files, supplies, and facilities without delay.

TRANSPORTATION (Cont.)

8. Identify now the drivers of cars, buses, and trucks. Acquaint them with the various alternate routes to the evacuation point. Have them examine maps at this time and have maps available for immediate distribution at the time of evacuation.

9. Insist on strict enforcement of present regulations that cars, buses, and trucks at all times be filled with gas and in condition to operate to the evacuation point without difficulty.

10. Consider reserve gasoline stored at the evacuation point for subsequent travel between Washington, for operation of emergency generators, and for courier service as needed.

11. Arrange for truck to leave Quantico with ammunition, additional firearms equipment, and cabinets for storing the firearms, with the personnel accompanying these firearms and ammunition to be used as guard detail until permanent guard is established.

## OCCUPYING QUARTERS AT EVACUATION POINT

1. Obtain blueprints or diagrams now of buildings at evacuation point. Plot the location of each office and storage space and residential or dormitory assignments.

2. Plot on diagrams the location of files, facilities, supplies, and equipment so that the unloading will be without confusion.

3. Designate work detail among those to be evacuated for prompt unloading of files and other facilities upon arrival at evacuation point with one employee directly in charge. This employee might be the one who left promptly for the evacuation point to make arrangements for acquiring the facilities there.

## FILES

1. Complete the procedure now being followed of identifying files by cards which will be the basis for the primary index to the files taken to the evacuation point. Later make additional cards on other subjects of same files.

2. Select distinctive, colored file covers, front and back, for files selected for evacuation in order to facilitate location at evacuation time.

3. Identify cabinets in which selected files for evacuation are located by small label or paint spot of a distinctive type.

In selection of file back covers and marking cabinets, consider fluorescent material in case of power failure and night evacuation.

4. Ascertain monthly, volume of files selected so that the number of cabinets needed can be ascertained and number of trucks will be known for transportation purposes.

## COMMUNICATIONS

1. Assign now all call signals for evacuation point and advise field of these signals now.

2. Obtain telephone equipment which has been ordered. Have telephone lines installed now or ready for prompt installation in the event unable to install them at this time. Set up one direct line circuit now between Washington and evacuation point.

3. Install interior wiring during Xmas Holidays for inter-office communications, buzzers, and such equipment as this, which may be essential in a few offices.

4. Complete arrangements concerning radio facilities. Obtain the equipment including antenna. Be ready to install antenna by selecting buildings now where installations will be located. Complete arrangements for teletypes including connection with Washington.

5. Complete arrangements now being made for micro-wave length system for communicating with temporary location of White House and critical agencies.

6. Complete arrangements now for courier service between evacuation point and Washington including autos, drivers, and armed guards for three trips each way daily.

7. Consider possible need for emergency courier service daily to emergency White House and critical agencies' locations.

8. Obtain and take along several commercial and short wave radio receivers for official use purposes as well as for recreation purposes.

## FURNITURE AND SUPPLIES

1. Ascertain what furniture and supplies now available at evacuation point and then ascertain what additional furniture and equipment necessary.

2. Identify specifically items of furniture, cabinets, safes, and similar facilities which are to be transported.

3. Make a list of the supplies, forms, stationery, typewriters, carbon paper, and other items of this type necessary.

4. Have at least an estimated two weeks' supply packed at this time in containers and either stored at the evacuation point or if space is not available packed in boxes for prompt loading and transporting at time of evacuation.

5. Identify with some comparatively inconspicuous label each item to be transported. Assign it a number and plot on charts the location of this equipment in Washington and also where it is to be placed upon arrival at the evacuation point.

## MEDICAL SUPPLIES

1. Locate and have available at the evacuation point a competent physician.

2. Include adequate nurses for evacuation point in selection of personnel.

3. Locate area at evacuation point for clinic facilities with small area for in-patient treatment over night of an infirmary type.

4. List needed medical supplies and medical equipment and store this equipment at evacuation point now.

## FIREARMS AND AMMUNITION

1. Each supervisor to carry his own sidearm and one box of ammunition. These sidearms and ammunition supplies to be quickly available both at work and at home and wherever he is.

2. Select number of rifles, shotguns, machine guns, gas riot guns to be taken to the evacuation point and also amount of ammunition.

3. Select adequate number of handcuffs and detention kits.

## MANUALS

1. Employees of each division to carry their own handbooks as assigned to the Agents selected for evacuation. Also take 20 Manuals of Rules and Regulations and 30 Manuals of Instructions.

## BLACKOUT EQUIPMENT FOR EVACUATION POINT

1. Obtain and have ready for immediate installation blackout equipment for top executives' offices, communications offices, security index room, and one large assembly room.

## AIR RAID WARDEN SERVICE

1. Designate now wardens, alternates, and assistants for evacuation point.

2. Designate now shelter areas at evacuation point.

3. Select now blackout warning system for evacuation point.

## GUARDS

1. Make survey to ascertain number outside patrol personnel needed.

2. Arrange for inside security patrol for office and file space.

3. What guards needed at entrance doors to selected buildings and establish shifts.

4. Consider double security guard at telephone and radio facilities location 24 hours per day.

5. At regular entrance to facilities at evacuation point, such as, gates or places where roadway enters the area occupied, have system of escorting visitors to and from places where they have official business and include special pass arrangements.

6. Arrange for protection by police, National Guard, and, if necessary, FBI personnel of sources of power and lights, water, gas, and any other vital facilities.

## EMERGENCY FOOD SUPPLIES

1. Have available approximately one week's supply of ingredients for bread baking, such as, Bisquick.

2. Select some simple food for temporary subsistence purposes, such as, canned soups - approximately one week's supply for staff.

3. Canned coffee, sugar, and canned milk in quantities for approximately one week's emergency.

## ALTERNATE EVACUATION POINTS

1. In addition to selected evacuation point, consider as alternates:

   a. Warrenton, Virginia, area - Chrysler estate or school buildings

   b. Leesburg, Virginia, area - school buildings

   c. Gaithersburg, Maryland, area - school buildings

## FIRST AID

1. Train additional employees in first aid including 25% at least of those selected for evacuation.

## RECREATION

1. Arrange for canteen including soft drinks, sandwich bar, magazines, papers, cigars, cigarettes, etc.

2. Arrange for a movie projector and sound screen to be available with a few selected films.

3. Get facilities for games, such as, dominoes and darts, and also for outdoor activities, such as, softball.

4. Have available a phonograph and records and radio facilities for recreation room.

ACTION IN EVENT OF AIR RAIDS IN WASHINGTON AND AT QUANTICO

1. Select now one over-all air raid warden. In addition, select a deputy air raid warden for the Justice Building, Ident Building, and Old Post Office Building and at Quantico. Also select alternates.

2. Select now assistant air raid warden for each division with additional aides in each section and whenever a section or unit is large enough, such as, the Records Section and the Typing Section in Ident, there should be a further assistant in each part of the building where such employees may be located. Class counselors will serve as assistants in each New Agents Class. Alternates should be selected for each of the above.

3. Assign shelter areas in each building. Assign the routes for each group of employees to proceed to the shelter areas.

4. Practice evacuation to the shelter areas twice in the next 30 days and once in each 60 days thereafter. (No siren. This can be done on a time of day basis for each shift.)

5. Organize and select a security patrol during the time the employees are in the shelter.

6. Written instructions and charts outlining the procedures and routes to be followed during an air raid should be prepared and distributed to the individuals selected as wardens.

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. D. M. LADD

DATE: November 15, 1951

FROM : A. H. BELMONT

SUBJECT: Bureau
WAR PLANS
EMERGENCY HEADQUARTERS For SOG

Reference is made to the writer's memorandum to you on November 7, 1951, concerning Mr. Roach's discussion with Mr. David Stowe of the White House, dealing with the matter of facilitating a steel order on behalf of Shepherdstown College.

Mr. Roach today followed this matter with Mr. Stowe, and Stowe advised that he had discreetly discussed the matter with a contact of his in the National Production Authority to see what could be done to allocate the steel needed. Stowe further stated that as soon as his contact replies as to what can be done, he will see if some discreet action can not be taken to O.K. the steel order. Stowe explained that under a National Production Authority order no steel is being allotted for educational purposes unless it is in the construction of new elementary schools. Colleges have been specifically excluded.

Stowe stated he would follow this matter very closely, and would keep the Bureau informed of the developments.

RECOMMENDATION:

It is recommended that this memorandum be referred to Mr. Glavin for his information. Mr. Roach will follow this matter with Mr. Stowe.

RRR:mkf

11/29/51 Being followed by Liaison
No info. to date.

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STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: October 15, 1951

FROM : THE EXECUTIVES CONFERENCE

SUBJECT: WAR PLANS
SECURITY AGENCIES' MICROWAVE SYSTEM
Emergency Headquarters for SOG

Tolson
Ladd
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On October 15, 1951, the Executives Conference consisting of Messrs. Glavin, Tracy, Mohr, Belmont, Rosen, Clegg, Gearty, McGuire and Parsons considered the proposed microwave system to connect the relocation points of the critical agencies with the White House.

The Conference was advised that information had been obtained from Colonel Bronson of NSRB reflecting that the present status of the microwave system shows the system has already been started but is far from completion. The present plan calls for a system which will connect the emergency headquarters for the

[redacted]

FBI, Shepherdstown, West Virginia; [redacted]

[redacted]

(see attached map). A link from [redacted] This is b7E
the only part of the network now installed. The military agencies are not ready to occupy the facilities [redacted] which are to be rather elaborate. [redacted]

[redacted]

The Military will also install a link from [redacted]

[redacted] Because of the distance from [redacted] a relay point at [redacted] is planned. This would be the ideal tie-in point for the Bureau since Shepherdstown, W. Va., is only four miles [redacted] Because there are no facilities now [redacted] it is proposed that the Bureau tie into the system at [redacted] b7E

The State Department is in the same situation as the Bureau, i.e., they do not have a relocation site which they occupy. They plan to go to [redacted]

ENCL 1
EX-50

cc: Mr. Clegg
Mr. Mohr

DJP/mek

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but since they have no personnel there, they have erected no microwave system. As a stop-gap plan, in the event of an emergency [redacted] b7E

[redacted]

Because of the arrangements which have already been made with the people in Shepherdstown, we feel that we can arrange to install microwave equipment at Shepherdstown under a pretext without revealing the exact nature of the installation. The equipment will appear similar to that installed and used by the AT & T in their nation-wide microwave network which is used for television and communications.

The Conference was advised that it will be necessary to reach a decision as to the number of channels which we will need in the Security Agencies' Microwave System. A channel would function substantially in the same way as a telephone line, i.e., it would permit one incoming or outgoing telephone call carried by microwave. The Committee must plan for a channelling procedure at [redacted] in order to handle the microwave communications and therefore desire to know the number of channels that the Bureau feels necessary for the handling of urgent voice conversations with the other agencies.

[redacted] b7E

We do not know the number of channels presently planned for [redacted]

The Conference unanimously recommends that even though 6 channels (considering one for each of the critical agencies and the White House) would probably be sufficient, we should request 10 channels in order to have some flexibility. We estimate that equipment to permit 10 channels of microwave communication including a tower to be installed at Shepherdstown would cost in the neighborhood of $50,000.

Respectfully,
For the Conference

Clyde Tolson

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. HARBO

DATE: October 15, 1951

FROM : D. J. PARSONS

SUBJECT: WAR PLANS
SECURITY AGENCIES' MICROWAVE SYSTEM
EMERGENCY HEADQUARTERS FOR SOG

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Nease
Gandy

Pursuant to Mr. Tolson's instructions, I conferred with Colonel Bronson of the National Security Resources Board on October 10, 1951, concerning the proposed microwave communications system to link the critical agencies with the White House. Mr. Conrad accompanied me. After a brief discussion with Colonel Bronson, he called in members of the Subcommittee including [redacted] and Colonel Talbot of the Federal Civilian Defense Agency and [redacted] of CIA. b6 b7C

The present status of the microwave system is as follows:

A link of more than 24 channels have been completed for the [redacted] they are presently in the same situation as the Bureau since they are not now occupying the premises and therefore no microwave system has been installed. There is still under discussion the possibility that [redacted] emergency headquarters which they can occupy at least sufficiently to permit a microwave link or plan for certain key officials of the [redacted] until the microwave equipment can be put into operation [redacted] after the occurrence of an actual emergency. b7E

As a result of our discussion, it was determined that no one is presently coordinating the purchase of equipment. [redacted] is coordinating the plans and making suggestions on the types of equipment in order that the system will be compatible throughout. [redacted] people feel that the construction of the remaining points as well as maintenance over a period of years constitutes quite a problem because of varying appropriations and available personnel in the different agencies concerned. b7E

[redacted] advised that arrangements had already been made whereby it would be possible for this emergency system to tie into the established AT & T microwave network to permit the President

DJP/mek

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EX-50

- 1 -

to be in touch with the whole nation. He stated that since they were necessarily acquainted with the security agencies' microwave system, he had asked Colonel Talbot to look into the possibility of the Bell system completing the unfinished part of the security agencies' network and maintaining it in much the same way they are now doing for emergency telephone lines and cables. It was pointed out that if this is feasible, each agency could contract with the telephone company for installation and maintenance. Colonel Talbot plans to discuss this with the telephone officials and call a meeting of representatives of all of the agencies involved including the White House early next week.

By the time we receive information as to whether this is feasible from the Bureau's standpoint, we will be able to estimate the cost of our installation if we obtain the equipment and do the work. It will be necessary for us to reach a decision as to the number of telephone and teletypewriter channels we will need in the microwave system. Each channel permits one voice line similar to a telephone line and it is felt that we should have as many voice lines as there are other contact points. One channel will handle approximately 18 teletypewriter circuits and it would therefore appear that one channel would be adequate. In order to provide for the possibility of expansion, it is recommended that we have equipment which will handle 10 channels and that we request the Committee to provide for 6 channels at this time.

Two problems remain to be worked out with the Committee and we will attend the meeting next week to find out (1) if arrangements are to be made by the other agencies for the telephone company to handle installation and maintenance, and (2) to determine if satisfactory arrangements can be completed for us to have an unattended installation at Shepherdstown. In this connection it is noted that other agencies still desire that the contact points be manned in order to have periodic tests and to work out procedures for channelling, handling the various contacts and avoiding confusion which would result from inexperience if the network is not used prior to an actual emergency.

RECOMMENDATION: That consideration be given to whether 6 channels should be requested of the Microwave Planning Committee.

Y Conf. memo 10/15/51 djp/cmk

BEST COPY AVAILABLE

The Director

November 19, 1951

The Executives Conference

[illegible]—PLANS

The Executives Conference on November 19, 1951, consisting of Messrs. Tolson, Ladd, Clegg, Glavin, Tracy, Harbo, Nichols, Rosen, Mohr, Tamm, Egan, Beaty, Laughlin and Clegg, considered the following matters with reference to War Plans—Evacuation:

1. Old employees are to be evacuated by the emergency relocation center. These employees have been selected as follows:

| Division | No. of Employees |
|---|---|
| Executive Offices | 22 |
| Identification | 17 |
| Training and Inspection | 9 |
| Administrative | 41 |
| Records and Communications | 134 |
| Domestic Intelligence | 225 |
| General Investigative | 74 |
| Laboratory | 26 |
| Total | 548 |

The Executives Conference unanimously recommended as follows:

A. That the entire list of personnel be identified and that an alternate list of the same number be submitted at the earliest possible date.

B. That the Assistant Director in charge of each Division have notified personally the employees selected for evacuation so that they can make plans for prompt departure from Washington when necessary and so that they can also make personal plans for their families during their absence from Washington. Those employees, who due to some special or emergency situation or family situation, could not be able to leave Washington, would have alternates selected in their place.

C. That a plan of mobilizing those employees selected for evacuation be completed, such a plan to be worked out on a basis of evacuation during working hours and also a plan for evacuation at night, on week ends or holidays.

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Alden
Belmont
Laughlin
Mohr
Tele. Room
Nease
Gandy

cc - Mr. Mohr
Mr. Clegg

EX-25

RECORDED - 9

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Attachment

D. It was recommended that each employee selected after their notification would make their own personal plans as to their families during their absence. Some of them would undoubtedly arrange for their families to be billeted with other families temporarily. Others would arrange for their families to depart to homes of relatives or friends either near Washington or some considerable distance away. It was felt that these plans should be made personally.

2. It was unanimously recommended that no plans be made for the storage of a reserve supply of gasoline at or near the evacuation point, but that the Bureau would rely upon local gasoline filling stations and supply sources in the event of an evacuation.

3. Since a leased telephone line from the Bureau to the evacuation point would go through the telephone company facilities in Washington, the Conference was unanimously of the opinion that there should be no leased line obtained at this time since the bombing of the telephone company building would interfere just as much with the leased line which goes through the telephone terminal as it would with the regular connections through the telephone terminal switchboard.

4. The Conference recommended unanimously that at this time the Special Agent supervisors at the Seat of Government not be required to carry their own side arms to and fro from the Justice Building to their homes in order that their side arms would be available in case of emergency. It was felt that at this particular time there would be no need for the Agents to carry their firearms personally, and if necessary a supply of such firearms could be sent to the evacuation point either from the Administrative Division or from the Academy at Quantico.

There is attached a status report dated November 10, 1941, of the various items completed, pending, and those not completed in connection with the various phases of the evacuation program.

Respectfully,
For the Conference

Clyde Tolson

STANDARD FORM NO. 64 SECRET

EXEMPTED FROM AUTOMATIC DECLASSIFICATION
AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
EXEMPTION CODE 25X(1)
DATE 04-28-2011

# Office Memorandum • UNITED STATES GOVERNMENT

Classified per OGA letter dtd 4/18/11

TO : Mr. R. T. Harbo

FROM : Mr. I. W. Conrad

DATE: November 1, 1951

SUBJECT: Security Agencies Micro Wave System

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE

Glavin
Nichols
Rosen
Tracy
Harbo
Belmont
Mohr
Tele. Room
Nease
Gandy

On the afternoon of October 29, 1951, I attended a meeting of a Committee of the National Security Resources Board in the office of Colonel Howard Bronson, Jr., relative to the above-entitled matter. Representatives of [redacted] were present. You will recall that the Bureau by letter of October 20, 1951, advised Colonel Bronson that the Bureau was giving consideration to the plan of acquiring and installing at Shepherdstown the necessary micro wave equipment to permit tieing into the micro wave system at [redacted]

b7E
(S)
b1
b3 Per OGA

The October 29th meeting was called in order to determine whether any of the security agencies concerned had any objection [redacted]

(S) b1 Per OGA

(S) In response to a specific inquiry as to whether FBI had any objection to the use of [redacted] I advised the committee that it was the Bureau's position that the contractors selected [redacted] so long as the firm's operatio
(S) did not encompass the micro wave terminals of agencies other than CIA. I further stated that the Bureau desired that nothing be done which would enable [redacted] to associate the FBI with Shepherdstown and I suggested that insofar as [redacted]
(S) engineering work was concerned on that part of the circuit between

b1
b3 Per OGA

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(S) [redacted] and Shepherdstown, the circuit be engineered between [redacted] since the same engineering data would be applicable in both instances and since [redacted] would be the eventual terminal near Shepherdstown. (S) [redacted]

(S) [redacted]

b1
b3 Per OGA

Since it appeared obvious to the committee that the micro wave circuit will not be operative for several months, the committee discussed briefly other means of establishing emergency communication between the relocation centers of the critical agencies. The general sentiment expressed favored the immediate installation of a low-powered CW telegraph station at each of the relocation centers, with the necessary equipment being furnished by the Military to each of the agencies involved. Final consideration of the establishment of such a CW network was deferred to a later meeting. However, it is my opinion that the committee will decide in favor of installing such a system.

ACTION:

(S) We will follow with CIA to determine at the earliest possible date the type of equipment required for [redacted] Shepherdstown circuit. If it appears that undue delay is being experienced, it is contemplated to recommend that the Bureau go ahead with the purchase of micro wave equipment of our own choosing (S) which will then place upon CIA the burden of matching this at [redacted]

b1
b3 Per OGA

Being handled by sep. memo.

Do our files show anything re firm [redacted] (S)

I don't understand just what CIA has to do with our installation.

~~SECRET~~

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: November 19, 1951

FROM : L. B. Nichols

SUBJECT: INSTRUCTIONS TO TELEPHONE COMPANY TO PLACE EMERGENCY EQUIPMENT IN SHEPHERDSTOWN INTO SERVICE

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Belmont
Mohr
Tele. Room
Nease
Gandy
Gurnea
Mason

For record purposes, [redacted] Long Lines Division of the American Telephone and Telegraph Company, advised Mr. McGuire that the proper official of the FBI designated to furnish instructions to the telephone company to place the Bureau's emergency switchboard and teletype equipment at Shepherdstown, West Virginia into operation should place the call for such service telephonically with the American Telephone and Telegraph Company at Baltimore. The telephone call should be made to Lexington 9-900, asking for extension 550 and if that is busy call the following extensions in the order listed: 556, 557 or 585. These are the test board numbers of the chief engineer and the Bureau's emergency telephone and teletype equipment at Shepherdstown are engineered through the Baltimore office of AT&T.

[redacted] was advised that such a call would probably be placed by the following Bureau officials, in the order listed: Mr. Louis B. Nichols, or Mr. J. J. McGuire, or Mr. Louis Wherry.

The procedure to follow is to state "This is (Mr. Louis B. Nichols) of the FBI, Washington, D. C. Establish FBI--EMC--telephone to (Shepherdstown) and FBI--EMC--teletype to (Shepherdstown)."

[redacted] advised that this was the designation of operation instructions being given to the Bureau's emergency network and would be filed with the office of the chief engineer in the test board in Baltimore and was advised that we would, likewise, file these instructions here at Washington for further reference if needed.

cc: Mr. Glavin
cc: Mr. McGuire
cc: Mr. Wherry
cc: Mrs. Foster
cc: Miss Mooney

JJM:hmc

RECORDED - 120

INDEXED - 120

66-17381-63

JUN 20

DEC 6 1951

STANDARD FORM NO. 64 ~~SECRET~~

Classified per OGA letter dtd 4/18/11

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

FROM : J. P. MOHR

SUBJECT: ~~SECURITY~~ AGENCIES MICROWAVE SYSTEM

EXEMPTED FROM AUTOMATIC DECLASSIFICATION
AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
EXEMPTION CODE 25X(1)
DATE 04-28-2011

Reference is made to the attached memorandum dated November 1, 1951, from Mr. Conrad to Mr. Harbo, captioned as above, in which Mr. Conrad describes the present status of the microwave system to be utilized by the various security agencies. In this memorandum Mr. Conrad pointed out that

(S) [redacted]

(S) [redacted]

b1
b3 Per OGA

There is attached a chart showing exactly what locations the microwave system will cover when it is completed. On the chart the

(S) [redacted]

b1
b3 Per OGA

(S) [redacted] It would be useless for the Bureau to install its equipment at Shepherdstown and beam to [redacted] and find after the installation is completed at [redacted] that our equipment would be useless because it is not compatible with the equipment installed at [redacted] As a result, Mr. Conrad felt that before we spent any money on microwave equipment that we should wait and see what CIA does about the installation at [redacted] which seems to be a logical move.

b7E

b1
b3 Per OGA

(S) [redacted] It should be further pointed out that the microwave equipment is something relatively new and the various systems being manufactured are not compatible with each other. Mr. Conrad therefore recommends, and I agree, that we

(S) wait and find out exactly what equipment [redacted] and thereafter we go ahead and buy our equipment for installation at Shepherdstown. Mr. Conrad estimates that the equipment needed at Shepherdstown will cost approximately $50,000.

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~~SECRET~~

53 NOV 30 1951

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE

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(S) You asked the question as to whether CIA or any other agency could monitor Bureau calls over this microwave system and the answer to that question is that any agency staffing the control center at [redacted] could if they desired monitor all traffic through that point. The same thing is probably true that any agency could monitor any traffic going through any of the relay points if they staff the particular point.

b1
b3 Per OGA

RECOMMENDATION

(S) Since the Bureau is not sponsoring the microwave system but is only going to become a part of it and we are only responsible for our particular tie-in point, it is felt we should await a decision [redacted] as to the exact type of equipment they plan to purchase for [redacted] so that any equipment we buy will be compatible with it, thus avoiding any possibility of having to change our equipment at a later date.

11-11

OK.

D.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

FROM : W. R. GLAVIN

DATE: November 15, 1951

SUBJECT: WAR PLANS
EMERGENCY HEADQUARTERS AR 506

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Belmont
Mohr
Tele. Room
Nease
Gandy

Reference is made to the attached memorandum concerning the above-mentioned subject, particular reference being made to the difficulty being experienced by [redacted] of Shepherdstown College in procuring sufficient steel to complete the new gymnasium and field house for the college. b6 b7C

I telephonically communicated with [redacted] and advised him that the Bureau, understanding his problem, would assist him in every possible way in an effort to have the necessary structural steel delivered for the new gymnasium and field house at Shepherdstown College.

I also advised the [redacted] concerning the survey teams going out from GSA looking over available space facilities, et cetera, and instructed the [redacted] to handle any such contacts in harmony with the suggestions contained in Mr. Belmont's memorandum, attached. b6 b7C

Attachment
WRG:mle

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EX. - 3

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DEC 7 1951

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. D. M. LADD

DATE: November 7, 1951

FROM : A. H. BELMONT

SUBJECT: WAR PLANS
EMERGENCY HEADQUARTERS

The attached memorandum, dated October 29, 1951, prepared by Mr. Parsons, reveals that [redacted] of Shepherdstown College stated that he was having difficulty obtaining structural steel to complete the new gymnasium and field house. He indicated that the school need 41 additional tons of steel to complete the building. He further advised that he had been to Washington and in contact with the National Production Authority to obtain an allocation for the required steel but without success. b6 b7C

At the request of Mr. Glavin, Mr. Roach contacted Mr. David Stowe, Administrative Assistant to the President, who is the White House coordinator for National alert planning, on November 6, 1951. The problem mentioned by [redacted] was outlined to Mr. Stowe and his advice sought as to what discreet action could be taken. Mr. Stowe advised that he felt it was possible he could make a telephone call to the National Production Authority, without revealing any of the details concerning the Shepherdstown College's part in alert planning, and get an authorization for the required 41 tons of steel. b6 b7C

It was Mr. Stowe's very definite opinion that no approach should be made through the United States Office of Education, Federal Security Agency, as this would only "put more people in the act" and enhance the possibility of a leak of the Bureau's planning at Shepherdstown.

Mr. Stowe stated that he would check on this matter immediately and inform Mr. Roach of the results. This matter will be followed closely with Mr. Stowe.

As a matter of information, Mr. Stowe stated he felt the Bureau should know that the Government Services Administration is sending survey teams to all private and public schools and colleges in that vicinity. He stated that the purpose of the survey is to supply to his office facilities available at all schools. The allocation of these schools to Government agencies will be assigned from his office at such time as the surveys are completed.

1 ENCL
10 3

ENCLOSURE

66-17281-65

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RRR:mfs

memo Belmont to Ladd 11/15/51

EX.-3

Mr. Stowe therefore suggested that at such time as [redacted] is contacted by GSA that he comply with their inquiry concerning available space, facilities, etc. and make no mention of the fact that the Bureau has previously been in touch with him. b6 b7C

Mr. Stowe advised that at such time as the surveys are completed he will see that the facilities of the Shepherdstown site are not placed on available space and therefore the GSA survey will not interfere with anything the Bureau has already planned.

Mr. Stowe was of the opinion that to inform GSA not to survey Shepherdstown would create suspicion on their part and possibly disclose the Bureau's plans for that college.

ACTION:

The matter of obtaining steel for Shepherdstown will be followed by Mr. Roach with Mr. Stowe.

It is suggested that this memorandum be referred to Mr. Glavin for his information so that if he desires he may forewarn [redacted] of the anticipated survey to be made by GSA. b6 b7C

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. HARBO

DATE: October 29, 1951

FROM : D. J. PARSONS

SUBJECT: WAR PLANS
EMERGENCY HEADQUARTERS

Tolson
Ladd
Clegg
Glavin ✓
Nichols
Rosen
Tracy
Harbo
Mohr
Tele. Room
Nease
Gandy

Saturday, while in Shepherdstown, I talked to [redacted] b6 b7C The formal ceremonies of the laying of the cornerstone of the new gymnasium and field house had taken place that morning. We saw the building which is well on the way to completion and is, of course, the nicest building on the whole campus.

[redacted] told me that he had run into a problem in that he was having difficulty getting the last of the structural steel to complete the building. He said that 41 additional tons would be needed. He was in Washington last week in an effort to obtain the necessary Government approval but ran into difficulty. [redacted] b6 b7C said he was told it would be necessary for him to show some National Defense aspect in order to expedite his request. He said that while he assumed this building would be very important to our plans if it were ever necessary for us to occupy the college, he could not afford, of course, to mention any of this to the National Production Authority people in view of the assurances he had given us to respect the confidential character of our plans.

[redacted] requested that I bring this matter to Mr. Glavin's attention to see if the Bureau could suggest any approach which might assist in acquiring the 41 tons of structural steel needed. b6 b7C

DJP/mek

ENCLOSURE

RECORDED - 103 166-17381-65

NOV 27 1951

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Memo Belmont to Ladd
Rimple 11-7-51

EX.-3

STANDARD FORM NO. 64

Original

# Office Memorandum • UNITED STATES GOVERNMENT

| | |
|---|---|
| Mr. Tamm | |
| Mr. Ladd | |
| Mr. Nichols | |
| Mr. Belmont | |
| Mr. Clegg | |
| Mr. Glavin | |
| Mr. Harbo | |
| Mr. Rosen | |
| Mr. Tracy | |
| Mr. Laughlin | |
| Mr. Mohr | |
| Tele. Room | |
| Mr. Nease | |
| Miss Gandy | |

TO : Mr. D. M. Ladd

DATE: November 9, 1951

FROM : A. H. Belmont

SUBJECT: BUREAU WORK PLANS

PURPOSE:

To submit for your approval a plan to insure continued operations of this division in the event evacuation of Washington Headquarters becomes necessary.

EVACUATION PROGRAM:

Present plans contemplate that the Domestic Intelligence Division would evacuate approximately 22% of its total personnel of about 420 to alternate headquarters upon receipt of instructions to evacuate present Bureau headquarters. This includes all personnel of the Internal Security and Espionage Units except the Number One Man, 5 supervisors and 1 stenographer and 1 clerk in each of those Units; the Chief and Number One man of the Loyalty Unit; and the Chief, Number One Man, and Liaison personnel of the Correlation Liaison Unit. Planning for this contingency requires that consideration be given not only to the employees to be evacuated but also to those who are to remain in Washington, D. C. The primary concern in planning for continued Bureau operations is personnel and the next most important consideration is records. Those two factors are discussed hereinafter in connection with various situations which have been considered.

1. Advance Notice to Evacuate is Received During Regular Working Hours.

The signal to evacuate might be received in the face of imminent air attack upon Washington, as a result of air attack upon other U.S. territory, or because of some other emergency circumstance. The amount of advance warning which will be received will vary. Insofar as time permits, the following action will be taken.

Personnel to be Evacuated:

The personnel scheduled for evacuation should be instructed to proceed to their homes, do the necessary packing, and proceed to the following evacuation centers for transportation to alternate headquarters.

Attachment

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NOV 30 1951

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Resident Agency, Rooms 216 and 217, Professional Building, Hyattsville, Maryland (alternate site Montgomery-Blair High School, Silver Spring, Maryland), if employees reside in the District of Columbia or Maryland.

Resident Agency, Room 306, Post Office Building, Alexandria, Virginia (alternate site, Falls Church High School, Falls Church, Virginia), if employees reside in Virginia.

Alternate sites are designated above in the event the first location is rendered unusable. If circumstances permit an orderly evacuation, other evacuation centers more conveniently located can be designated at the time instructions to evacuate are relayed to employees.

In the event air attack is imminent, of course, it will not be possible for employees to carry out these instructions until after the attack is over.

It is anticipated that the Administrative Division will be able to provide transportation from the two evacuation centers named above to alternate headquarters. It is noted that of the approximately 224 employees of this division to be evacuated, 170 live in the District and Maryland and the balance of 54 reside in Virginia. Transportation will have to be provided for this number of personnel at the two evacuation centers.

Employees may provide their own transportation to alternate headquarters if they desire. Those employees who intend to utilize personal means of transportation should be requested to advise their unit chief so that the number of persons for whom the Administrative Division will have to provide transportation, may be revised. Those who do not make up their minds until the time of evacuation, should be requested to notify the person in charge of the evacuation center to which he would ordinarily report, that he intends to provide his own transportation. In this manner all employees can be accounted for prior to their departure from the Washington area for alternate headquarters. Employees are expected to provide their own transportation to evacuation centers from their homes.

I will be the person in charge of the evacuation center in Virginia, to be succeeded by Mr. Hennrich and Mr. Keay. Mr. Laughlin (to be succeeded by Mr. Baumgardner and Mr. C. B. Howard) will be in charge of the Maryland evacuation center. It is noted in this regard that the evacuation process undoubtedly will be prolonged and that the top officials of the division will necessarily

have to depart for alternate headquarters as soon as possible and at that time will designate the alternate to remain in charge at the evacuation centers to account for future arrivals. The evacuation does not require the assembling of a large number of employees but should be arranged so that small numbers may depart as soon as they arrive and are checked off the list maintained by the person in charge.

It is felt that some employees will refuse to be evacuated. This problem may be handled in part at the present time by advising employees who are designated for evacuation of the plans which affect them. It is expected that some objections can be eliminated in this manner. However, it is felt that the problem cannot be eliminated altogether due to such last minute possibilities as illnesses of employees or members of their immediate families. In addition, plans which an employee has made for taking care of his family after his evacuation may fall through at the last minute, preventing him from being evacuated on schedule.

A majority of the personnel of this division is scheduled for evacuation and it is therefore not possible to designate man for man alternates to those scheduled for evacuation. It is felt that all employees of the division may be considered alternates and at the last minute may be requested to accompany the evacuation force.

Personnel Not Scheduled for Evacuation:

These employees will remain in their present jobs if conditions permit this. As noted above, all employees in this category are potential evacuees in the event it should develop at the last minute that persons now scheduled for evacuation are unable to accompany the evacuees.

As to these employees who remain in Washington, it is necessary to designate a person to be in charge of their work. J. L. Schmit, Number One Man in the Internal Security Unit, is designated for this purpose. S. B. Donahoe, J. A. Reilly and G. E. Gotschall would be in charge of the Units to which they are now assigned.

It is expected that the persons in charge of the evacuation centers in Maryland and Virginia could communicate with the person remaining in charge in Washington after the evacuation and could advise the latter of the identity of employees who had not been evacuated as scheduled and for whom replacements were needed. The person in charge in Washington could make the necessary arrangements for getting these replacement employees to alternate headquarters.

Records:

The files which this division would require at alternate headquarters have previously been designated and the Records Section is to be responsible for them.

The Internal Security Unit has submitted a list of special supplies and policy material, Informant indices and the Security Index, which the Administrative Division is being requested to provide transportation for if time permits its evacuation. The Supervisors in Charge of the desks to which the material to be evacuated pertains are designated to oversee its evacuation. The small quantity of policy ticklers to be evacuated from other units is the responsibility of those units. Each employee is responsible for the property assigned to him.

2. Advance Notice To Evacuate Is Received After Regular Working Hours.

This notice might be received under the same conditions as outlined under one above.

Personnel to be Evacuated:

Attached is a list of employees who are scheduled for evacuation. This list has been subdivided into key officials, group leaders, and squad leaders. Each such official and leader has a designated alternate. It is expected that through this system, orders to evacuate could be relayed to the affected employees in a minimum of time. Under this system I would contact four key officials, namely Mr. Hennrich and Mr. Stanley (located in Virginia), and Mr. Laughlin and Mr. Baumgardner (located in the District and Maryland). Mr. Hennrich and Mr. Stanley would notify the seven squad leaders in Virginia and these leaders would pass the instructions on to the total of approximately 54 employees residing in Virginia. Mr. Baumgardner and Mr. Laughlin would contact five group leaders who reside in the District and Maryland. These group leaders in turn would notify a total of 22 squad leaders who would pass on instructions to the 170 employees in Maryland and District of Columbia. It is noted that it has been necessary to insert group leaders in the chain of command covering the District and Maryland by reason of the larger number of employees who live in those places.

Through this system of communications, all employees would be instructed to report to the evacuation centers designated under one above.

Personnel not Scheduled for Evacuation:

At the signal to evacuate, I will contact the person in charge of the division employees remaining in Washington. He in turn will contact five group leaders who will pass on instructions to the 6 squad leaders (total employees, 41) in Virginia and the 20 squad leaders (151 employees) in Maryland and Virginia. Attached is a list of the employees not scheduled for evacuation reflecting the breakdown into groups and squads.

Record:

If circumstances permit, the files and other material will be taken.

3. Without Advance Notice or With Only Short Advance Notice the Department of Justice Building is Destroyed or Damaged or the Area Rendered Untenable by Air Attack During Regular Working Hours.

Personnel:

In the event of total destruction of the Justice Building, it is assumed that all employees on duty would be casualties. There would be a few employees on leave at the time. These surviving employees should report to the Resident Agencies designated hereinbefore. It will be the responsibility of the Richmond and Baltimore Offices to take care of these employees.

The action to be taken with respect to personnel in the event of partial destruction of the Justice Building during normal working hours, will depend to a large extent upon the nature and extent of destruction. Some employees now listed for evacuation would be casualties. It would be necessary to draw upon the remaining employees to staff alternate headquarters. It is assumed the surviving employees would be available in the designated air raid shelter areas in the basement of this building and appropriate instructions could be issued to them here at the building. It is believed the most practical instructions under the circumstances, would be that employees proceed to their homes, do the necessary packing, and report to the previously designated evacuation centers for transportation to alternate headquarters.

In the event the destruction to this building, or at least to the areas occupied by the Internal Security and Espionage Units, were slight, it might well be more efficient to continue operations in this building rather than undertake evacuation in such a critical period.

If it were decided to evacuate the necessary employees, those remaining behind would, of course, see to it that Bureau property and records maintained in this division were safeguarded. Such records as have been designated for evacuation and were not destroyed, could be evacuated.

With respect to the possibility of complete destruction of Bureau headquarters and personnel, it is noted that a chain of command of the Bureau has been designated in the Field.

4. Without Advance Warning or on Short Notice, the Department of Justice Building is Destroyed or Damaged or Area Rendered Untenable by Air Attack After Regular Working Hours.

Personnel to be Evacuated:

The bombed area, including this building, undoubtedly would have a police or military cordon around it as a result of which the building would be inaccessible to our employees coming to work on the next workday. Most of the employees would learn via the radio or other means of the catastrophe. A few might not learn of it until they attempted to come to work.

In the event the building is totally destroyed, employees should be instructed through the squad system to report to the evacuation centers named previously herein. In case of partial destruction to the building, they can be instructed to return to work in this building or to proceed to evacuation centers, as desired.

Personnel not Scheduled for Evacuation:

The same communications system could be utilized as under number two above. These employees should remain at their homes to await instructions or if they move, they should first get in touch their squad leader. It might be desired to instruct these employees to proceed to alternate headquarters, to report to the Justice Building to assist in salvage operations, or to proceed to a nearby field office where their services are required.

Records:

Such files and other material as are designated for evacuation and are not destroyed, can be taken.

LIAISON WITH OTHER GOVERNMENT AGENCIES:

The maintenance of continuous liaison with other agencies, during or after evacuation, presents a special problem in that such agencies will be evacuated to points other than the Bureau's alternate headquarters. It is felt that the Bureau's liaison representatives should accompany the agencies with which they are to maintain contact to whatever alternate headquarters sites those agencies select. It is suggested that the liaison representatives contact the agencies with which the Bureau will be maintaining liaison after evacuation, and ascertain the location of the alternate headquarters of those agencies and make arrangements with the agencies to be evacuated with them. The following assignments are being submitted reflecting the Liaison Agents who will accompany the individual agencies.

| | |
|---|---|
| White House | Mr. R. R. Roach |
| State Department | Mr. M. W. Kuhrtz |
| Army Department | Mr. S. W. Reynolds |
| Navy Department | Mr. M. C. Clements |
| Air Force Department | Mr. E. S. Sanders |
| CIA | Mr. C. W. Bates |
| AEC | Mr. O. H. Bartlett |
| AFSA | Mr. S. D. Ellis |
| Civil Defense | Mr. W. F. Woods |
| Secretary of Defense | Substitute Liaison Agent to be designated later. |

It is contemplated that the need for liaison with other agencies will arise after the evacuation and consequently qualified personnel from the Correlation-Liaison Unit are being designated for evacuation in order that they will be available to assume these liaison duties.

INSTRUCTIONS TO EMPLOYEES

The problem of what instructions should be issued to personnel at this time regarding Bureau plans for evacuation to alternate headquarters is understood to be scheduled for Executive Conference consideration.

It is believed employees should be advised generally of the plans in this regard. All employees of this Division can be told that in the event of an emergency and upon receipt of instructions to do so from the President a part of the Bureau, as well as other vital government agencies will be evacuated from Washington to Sheppardstown, West Virginia. They should be told that each of them might be called upon on short notice to evacuate Washington with the Bureau's staff. Since it apparently is not possible for them to take their families to alternate headquarters it will be necessary that they give consideration now to what provision they could make for their families' safety and care. They should make any other arrangements necessary so that on short notice they can go home, pack and proceed to evacuation centers outside the District where transportation would be available to take them to the alternate headquarters.

They should be advised of the identity of the evacuation centers and the alternate evacuation centers. They should be told it is their own responsibility to get to evacuation centers and that they should give this matter consideration now in so far as means of transportation and possible routes are concerned. It is not believed feasible to work out any system of transportation from office to home and thence to alternate headquarters beyond the car pools which now exist. It will be permissible for employees to drive their own cars to alternate headquarters if they desire, but if they intend to do so they should advise their Unit Chief in order that this information may be furnished to the Administrative Division for revision of its figures regarding the number of persons for whom it must provide transportation. At the time of the actual evacuation any employee who desires to provide his own transportation to alternate headquarters should notify the nearest evacuation center of this fact so that all employees may be accounted for prior to their departure from the Washington area.

Employees should be told that if any dire emergency arises and no one from Bureau headquarters contacts them, as, for example, if this building should be destroyed during working hours, they should report to the Alexandria or Hyattsville Resident Agency for instructions.

Employees should be reminded that they will be responsible for the safety of Bureau property assigned to them in any emergency situation. They should be told of the squad system which has been set up and advised of the identity of the Squad Leader and alternate from whom they can expect to receive instructions in an emergency.

In addition to the above general instructions, the key officials, group leaders and squad leaders (and alternates) should be apprised of their responsibilities under the evacuation program so that they may learn where everyone resides within their area and give consideration to the best means of communication within their squad.

PROVISION FOR FAMILIES OF EVACUEES

Of foremost concern to all employees to be evacuated will be their families. This problem may be solved by some employees on their own initiative when they are advised of the evacuation plans. The best solution for the remaining families would be for the Bureau to make arrangements for the families at or near alternate headquarters. A second possibility is that the Bureau could provide some haven for families at some other point, at least temporarily until the employees could make some other more satisfactory permanent arrangements.

NOTIFICATION OF RICHMOND AND BALTIMORE OFFICES

The Agents in Charge of the Richmond and Baltimore Offices should be advised of the intentions of this Division to use the Alexandria and Hyattsville Resident Agencies as evacuation centers. In the event these plans interfere with their own plans for use of these quarters, they should be requested to suggest alternate sites for this purpose. They should likewise be advised that if Bureau headquarters are destroyed with resulting casualties to Bureau officials, they will be responsible for surviving employees who will be reporting to the Resident Agencies named.

RECOMMENDATIONS

1. That all employees of this Division be advised of evacuation plans.

2. That arrangements be perfected for temporary housing of employees' families in the vicinity of alternate headquarters.

3. That the Bureau's liaison representatives contact the agencies listed above and make arrangements to be evacuated with those agencies.

4. That the Richmond and Baltimore Offices be advised of Bureau plans to use the Alexandria and Hyattsville Resident Agencies as evacuation centers and of their responsibilities in the event Bureau headquarters are destroyed and ranking officials are casualties.

5. That copies of this memorandum be furnished to Unit Chiefs and other officials affected with instructions to implement its provisions; that such further dissemination be made among employees as is necessary to implement the plan; that the Personnel Counselor each 60 days revise the squad system in accordance with personnel changes.

6. That this memorandum be referred to Mr. Glavin, the Coordinator of Evacuation, for his information concerning plans of this Division.

J. BAUMGARDNER - KEY OFFICIAL

[redacted] b6 b7C

ALTERNATE
PAUL L. COX

[redacted] b6 b7C

[redacted]

GROUP LEADER
JOHN E. FOLEY, [redacted] b6 b7C

ALTERNATE
NATHAN L. FERRIS, [redacted] b6 b7C

* [redacted]

(L) BARTLETT, ORRIN H. [redacted] b6 b7C

* PARRISH, J.W. [redacted]

- [redacted]

- [redacted] b6 b7C

* [redacted]

- [redacted]

(L) [redacted] b6 b7C

* Squad Leader
- Alternate Squad Leader
(L) Liaison

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10 SEP 30 1988

1 [redacted]

FAISST, R.L. [redacted]

b6
b7C

GROUP LEADER

JOHN J. HENRY, [redacted]

ALTERNATE

W.A. AULL, [redacted]

b6
b7C

1 [redacted]

b6
b7C

1 [redacted]

b6
b7C

1 [redacted]

b6
b7C

1 [redacted]

b6
b7C

*1 [redacted]

b6
b7C

GROUP LEADER

C.B. HOWARD. [redacted]

ALTERNATE

E.H. HOSSBURG. [redacted]

b6
b7C

*BLAND, J.F. [redacted]

RONEY, D.E. [redacted]

HANNALL, W.R. [redacted]

HARRINGTON, V.D. [redacted]

CONROY, LOUIS N. [redacted]

b6
b7C

*DONOHUE, J.D. [redacted]

LAMPHERE, R.J. [redacted]

(L)KUHFTZ, HEFFERT W. [redacted]

b6
b7C

*QUIGLEY, J.L. [redacted]

MCMAHON, J. E.
WHITSON, L.
ROSE, BOWEN F.
(L)ROACH, RALPH R. [redacted]

b6
b7C

GROUP LEADER
F.C. ZINCK, [redacted] b6 b7C

E.T. TURNER, [redacted]

*[redacted]
- CALLAHAN, T.F.X. [redacted]
b6
b7C

*[redacted]
- DOOLEY, E.F. [redacted]
MCILWAIN, R.F. [redacted]
RUSHING, T.D.
b6
b7C

*HIGGINS, JOHN R. [redacted]
-
MCCARTHY, B.V. [redacted]
b6
b7C

*[redacted]
-
b6
b7C

*[redacted]
-
b6
b7C

[redacted]

b6
b7C

LEO L. LAUGHLIN - KEY OFFICIAL

[redacted]

b6
b7C

GROUP LEADER [redacted]

ALTERNATE [redacted]

[redacted]

b6
b7C

[redacted]

b6
b7C

[redacted]

b6
b7C

KEY OFFICIAL

C.E. HENNRICH,

ALTERNATE

VICTOR P. KEAY,

b6
b7C

*COLEMAN, C. EUGENE
-MEEHAN, J.J.
MASCA, V.H.

b6
b7C

*BLY, H.O.
-BRANIGAN, W.A.
EZELL, O.A.
STIGLER, W.A.

KURTZ, L.F.
(L

b6
b7C

*ALMARELL, JOHN S.
-
HIGGINS, H.P.
FELLNER, J.G.
DUNN, J.E.

b6
b7C

*KLEMP, W.W.
-
MOYNIHAN, CORNELIUS A.
MARTIN, LORENZ H.

NORSTROM, A.J.

TORRENS, L.E.
PLANT, F.X.
(L

PAPICH, SAM J.

b6
b7C

GROUP LEADER

CHARLES H. STANLEY, [redacted]

ALTERNATE

WILLIAM V. CLEVELAND, [redacted]

b6
b7C

*
-LIEBERG, E.F.
KUNO, D.N.
JAMESON, J.D.
(L)SANDERS, EDWARD S.

b6
b7C

*
(L)BATES, CHARLES W.

b6
b7C

*MARCHESSAULT, A.J.
-BIBLER, P.R.
GIBBONS, R.D.
SMITH, R.W.
VAN LOON, E.F.
DOOLEY, A.E.
DOYLE, CARROLL
WACKS, J.F.
BRODEY, C.V.
(L) [redacted]

b6
b7C

GROUP LEADER

WILLIAM C. SULLIVAN.

ALTERNATE

b6
b7C

*MCDONOUGH, EDWARD J.
-STANTON, FRANK A.

BROWN, CHARLES T. JR.

b6
b7C

*

SULLIVAN, DANIEL J.

YOUNG, DICK H.

DOUGHERTY, PAUL F.

SCHMIT, J. L.

b6
b7C

*WELKE, HENRY A.
-LABOSSIERE, ROBERT C.

b6
b7C

*COLE, JAMES MYERS

b6
b7C

*SPILLERS, CARL W.
-AUERSWALD, ORVIS J.

MOORE, D. E.

b6
b7C

* Squad Leader

- Alternate Squad Leader

COPIES DESTROYED
10 SEP 30 1969

*REED, CARLYLE N.
-BROWN, DOUGLAS M.
[redacted]
STEELE, JOHN W.
DISE, P. W.
[redacted]
b6
b7C

GROUP LEADER
JOHN N. DINSMORE, [redacted]
b6
b7C

ALTERNATE
CHARLES E. SANDALL, [redacted]

[redacted]
b6
b7C

[redacted]
b6
b7C

[redacted]
b6
b7C

[redacted]
b6
b7C

*SIZOO, JOSEPH M.
[redacted]
b6
b7C

[redacted]
b6
b7C

GROUP LEADER

JOHN F. DESMOND, [redacted] b6 b7C

ALTERNATE [redacted]

1 * [redacted]

LUCEY, MARGARET A. [redacted] b6 b7C

1 * BARNARD, DOROTHY B. [redacted] b6 b7C

1 * [redacted] b6 b7C

1 * REDDY, E. B. [redacted] b6 b7C

GROUP LEADER

ROBERT H. EGAN, [redacted]

ALTERNATE

ROBERT B. LEONARD, [redacted]

b6
b7C

SENN, M. F. [redacted]

* [redacted]

FIPP, AUGUST B.
RATCLIFF, JOHN D.
CONNELL, BERNARD J. [redacted]

SHEA, MURRAY
LITTLE, HOWARD [redacted]

b6
b7C

*TURNER, LOUIS G. [redacted]

*YOUTZ, EDWIN S. [redacted]

OGLESBY, W. E. [redacted]

LANDIS, JOSEPH G.
SHORT, JAMES G. [redacted]

ROTHFUSS, EMIL J.
WALTERS, ROBERT LEE
WARREN, W. WINTON [redacted]

SULLIVAN, J. A.
DONAHOE, S. B. [redacted]

b6
b7C

* [redacted]

b6
b7C

* [redacted]

[redacted]

b6
b7C

[redacted]

b6
b7C

[redacted]

b6
b7C

GROUP LEADER [redacted]

ROY PORTER, ALTERNATE [redacted]

b6
b7C

[redacted]

b6
b7C

*BURKE, JOHN F. [redacted]

[redacted]

b6
b7C

[redacted]

*HITT, F. V. [redacted]

[redacted]

b6
b7C

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. GLAVIN

DATE: November 5, 1951

FROM : H. L. EDWARDS

SUBJECT: BUREAU WAR PLANS
Personnel Section
Administrative Division

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Belmont
Mohr
Tele. Room
Nease
Sandy

EMERGENCY HEADQUARTERS FOR SIS

The following are the names of the employees and their alternates who should be listed for assignment to the emergency relocation headquarters:

(1) Personnel Section (Front Office Unit)

1. [redacted] (Alternate) [redacted]

2. Stenographers
[redacted] (Alternate) [redacted]
[redacted] (Alternate) [redacted]

b6
b7C

(2) Health Service - Names previously submitted.

(3) Classification Unit - No employees believed necessary.

(4) Personnel Action Unit

1. [redacted] (Alternate) [redacted]
2. [redacted] (Alternate) [redacted]
3. [redacted] (Alternate) [redacted]
4. [redacted] (Alternate) [redacted]

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(5) Agent Physical Unit

1. [redacted] (Alternate) [redacted]

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(6) Leave Unit

1. [redacted] (Alternate) [redacted]

(7) Applicant Correspondence & Vocational Records Unit - no personnel.

EX-25 RECORDED - 111 66-17351-67

THREE FILES

59 DEC 19 1951

(8) Movement Unit

1. [redacted]
   (Alternate) [redacted]
2. [redacted]
   (Alternate) [redacted]
3. [redacted]
   (Alternate) [redacted]

b6
b7C

(9) Personnel Counselling Office

1. [redacted]
   (Alternate) [redacted]

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b7C

(10) Administrative Action Unit

1. John E. Edwards
   (Alternate) [redacted]
   (Alternate) Frank D. Hereford
2. [redacted]
   (Alternate) [redacted]

b6
b7C

(11) Applicant Recruiting Unit

1. C. Ray Davidson
   (Alternate) William S. Tavel
2. [redacted]
   (Alternate) [redacted]
3. [redacted]
   (Alternate) [redacted]
4. [redacted]
   (Alternate) [redacted]

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b7C

HLE:pam

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Harbo

DATE: November 23, 1951

FROM : I. W. Conrad

SUBJECT: SECURITY AGENCIES MICROWAVE SYSTEM -

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Belmont
Mohr
Tele. Room
Nease
Gandy

Reference is made to my memorandum of November 16, 1951, relative to the above-entitled matter advising that a committee of the National Security Resources Board had decided to establish a CW radio telegraph network between the various relocation centers of the so-called critical agencies as an interim means of communication pending completion of the microwave system. My memorandum further indicated that separate recommendations were being prepared relative to the operation and storage of the 2 and 1/2 ton radio truck being made available to the Bureau by the White House for this purpose.

Since the equipment is to provide for top level emergency communication between the relocation centers, it is essential that the Bureau make provision for the availability of the equipment in the immediate vicinity of Shepherdstown, West Virginia, for the purpose of holding the weekly drills which the White House representative has indicated are desired.

Three alternative methods of accomplishing this are listed below in decreasing order of desirability:

(1) Rental of suitable building and grounds at Shepherdstown for storage of equipment and assignment of operating personnel. This proposal is given preference because it also solves two related problems dealing with FBI relocation; namely, the need within the near future for a site on which the proposed microwave antenna structure can be erected, and secondly, the desirability of having some emergency radio equipment set up for immediate use at Shepherdstown in connection with the FBI's own radio communications network. In this latter connection, we do have equipment already in storage there but the availability of a house and associated grounds would make it possible to carry out a great deal more advance construction.

(2) Store the radio truck at Clinton or Waldorf and drive it to Shepherdstown each week for the weekly drill. This alternative is undesirable to the extent that it involves driving

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66-1751-68
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a two and one-half ton truck and associated trailer over mountain roads each week which not only will cause considerable wear and tear on the equipment, but also introduces a substantial element of risk in transit. In addition, it would take several hours to go from Clinton to Shepherdstown, particularly under traffic conditions which might prevail during an emergency, and emergency communication might therefore be unavailable for a substantial period of time.

Icy mountain roads seriously handicap

(3) Storage of the equipment in garage space in the vicinity of Shepherdstown. I am opposed to this alternative, primarily because the equipment is White House property assigned for the highly specialized purpose of top level emergency communication. I therefore do not believe that the equipment should be left stored out of Bureau custody for the substantial periods that would be required under this proposal.

RECOMMENDATION

Accordingly, it is recommended that upon delivery, the equipment be held at Clinton or Waldorf for the immediate present and that an immediate survey be authorized in the vicinity of Shepherdstown looking toward the location of a suitable building and grounds which would serve as a site for our microwave tower and on which, if not already present, a suitable temporary structure could be erected to house the radio truck. It is contemplated that such a site would be manned continuously by Bureau radio operating personnel who would reside on the premises.

No action, Conrad will make preliminary survey after which more specific recommendation will be made.

11/28/51

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: November 28, 1951

FROM : L. B. Nichols

SUBJECT: BUREAU WAR PLANS
Emergency Headquarters for C&A

[redacted] of the Long Lines Division of AT&T telephonically advised Mr. McGuire that the Maintenance Section of the Long Lines Engineering Division would like to check the installations of the Bureau at Shepherdstown at least once a month in order to be assured that while this equipment is in standby condition that it is at all times ready for immediate operation in the event the Bureau should ever take over the establishment and want the services planned for put into operation.

[redacted] was advised that the Bureau was in agreement that this should be done.

[redacted] also stated he was drawing up a set of instructions to be issued to the Engineering Center of AT&T, Baltimore, to be locked in the safe at that point, it being recalled that whenever the Bureau desires to put the Shepherdstown relocation center into active use, our plans call for notification to the Engineering Center of the telephone company at Baltimore where all of our equipment in Shepherdstown is controlled. [redacted] stated he would furnish the Bureau with a copy of these instructions.

Inasmuch as the Bureau Laboratory will be making periodic checks, particularly in connection with the mobile trailer unit which is being furnished to the Bureau by the Federal Civil Defense Agency, and I think we should coordinate the dates when the laboratory will make its checks at Shepherdstown so that I can advise [redacted] of AT&T so that his maintenance people can be there the same day and thereby eliminate the necessity of someone from the Bureau making a separate trip to Shepherdstown just for a maintenance checkup.

cc: Mr. Harbo
Mr. Glavin

JJM:CMC

RECORDED-ZZ 66-17381-69

DEC 13 1951

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. R. T. Harbo

FROM : Mr. I. W. Conrad

DATE: December 5, 1951

SUBJECT: Emergency Plans

EMERGENCY HEADQUARTERS PLANS - FOR SOG

BUREAU COPIES

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Belmont
Mohr
Tele. Room
Nease
Gandy

In accordance with Mr. Parsons instructions the borrowed blueprints covering floor plans for structures presently existing or in the planning stage at Shepards College, Shepardstown, West Virginia, were returned to the college President [redacted] by SA R. L. Millen at 11:00 AM November 29, 1951. In addition, he was furnished with photographic copies of the blueprints which were selected by Mr. Parsons and duplicated for Bureau use. The Bureau copies of these selected blueprints are attached hereto for Mr. Glavins information. b6 b7C

As previously pointed out, the two oldest buildings including the main administration building have no existing blueprints. Accordingly, in compliance with Mr. Parsons instructions these buildings were stepped off in order to provide a rough approximate floor plan. In that this procedure was necessarily undertaken while classes were in session, access was not possible into all of the rooms. The rough sketches have been furnished to the Cartographic Section for the purpose of placing them in permanent filing form. Upon completion they will be forwarded for Mr. Glavins attention.

RWM:mmm

Attachments

RECORDED - 122 66-1738-370 DEC 12 1951

59 DEC 18 1951

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

FROM : W. R. GLAVIN

SUBJECT:

DATE: December 6, 1951

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Alden
Belmont
Laughlin
Mohr
Tele. Room
Nease
Ty

b6
b7C

In accordance with instructions, I telephonically contacted [redacted] real estate dealer at Warrenton, Virginia, this morning and advised him that with regard to the Chrysler estate, that our plans had been changed and that we were not contemplating use of the Estate at this time.

In response to [redacted] inquiry as to whether we might be interested at some future time, I advised him that I did not feel there would be any reopening of this particular matter.

WRG:JC:gcm

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EX - 120

DEC 19 1951

6 2DEC 20 1951

Bureau would prefer plans eliminating need for SOG

0 616-1738-71

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. R. T. Harbo

DATE: October 11, 1951

FROM : Mr. I. W. Conrad

SUBJECT: FBI Emergency Headquarters
Shepherdstown, West Virginia

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Belmont
Mohr
Tele. Room
Nease
Kenly

## I. PURPOSE

BUREAU WAR PLANS EMERGENCY HEADQUARTERS FOR SOS

(1) To review status of radio equipment to be used at this site if necessary and (2) to recommend the purchase of radio equipment based on information now on hand regarding the above captioned location.

## II. REFERENCES

1. My memorandum to you dated November 1, 1950, which, based upon information available at that time, recommended the immediate purchase of approximately $85,000 worth of radio equipment for the Shepherdstown location.

2. Mr. Parsons' memorandum to you dated December 1, 1950, commenting on the Shepherdstown proposal and making alternative recommendations that plans be made for permanent replacement of our Clinton-Waldorf facilities.

3. Mr. Parsons' memorandum of January 10, 1951, re War Plans, reflecting that an Executives Conference Sub-Committee recommended (a) plans for re-establishment of the main radio station (b) survey as to the source of radio equipment and (c) survey for a source of additional radio equipment which could be stored.

4. My memorandum to you dated April 25, 1951, entitled "Bureau War Plans" which pointed out that the Sub-Committee recommendations superseded my recommendation of November 1, 1950, relative to the purchase of radio equipment for installation of facilities at Shepherdstown and made recommendations regarding re-establishment of west and east radio stations behind mountain ranges. Contingent upon approval of this recommendation a recommendation was again made to place equipment on order immediately to be stored for the purpose of installing it at any future Bureau emergency headquarters in order to maintain contact between the emergency headquarters and the Bureau's main control station. Also, recommendations were made concerning the initiation of negotiations with land owners for the possible move of the Clinton radio site.

RLM:AB

Attachment

EX-25 66-1738 1-72

INDEXED

5. My memorandum to you dated October 5, 1951, reporting on the equipment which was transported to and carried into the main Administration Building at Shepherds College, Shepherdstown, West Virginia under cover of darkness on the night and early morning of September 15 and 16, 1951.

III. OBSERVATIONS

At the time the original survey at Shepherdstown was made no policy had been initiated or established in regard to a permanent site for the main CW radio station replacing the present Clinton-Waldorf site. Accordingly, in order to handle emergency traffic from the college building receiving site and transmitting site to be selected from various sites proposed, a recommendation was made on November 1, 1950, for the purchase of radio equipment to accomplish this purpose. Subsequently counter-proposals were made outside of the Radio and Electrical Section as new information was received concerning development in the permanent move of Clinton-Waldorf. Reasoning along these lines was predicated upon completion of the permanent move. In the meantime, however, as you will recall, Mr. Nichols completed his arrangement concerning the running of a telephone cable into a basement storage room at the main Administration Building of Shepherds College. You will also recall your instructions to me at that time which were to transport whatever radio equipment we had on hand which could be used to install a Simplex type radio station to Shepherdstown at the earliest moment. As previously reported in my memorandum of October 5, 1951, this was accomplished.

Assuming that the headquarters activity is shifted to Shepherdstown, it is my opinion that equipment should be on hand and available to that location which will handle either of the two circumstances outlined below:

Primary Requirement: To afford two high volume radio teletype circuits between Shepherdstwon and the permanent Washington Duplex radio station located some where in the vicinity of Washington.

Second Requirement: To afford, in the event the permanent Duplex site mentioned above is incapacitated for any reason whatsoever, limited long range communications facilities with field offices directly from the separate transmitting and receiving sites in and around Shepherdstown. It is contemplated that the equipment, if secured, can be stored in some nearby city such as Martinsburg, West Virginia.

IV. RECOMMENDATIONS:

Accordingly, in view of past events and developments coupled with the knowledge that commercial electronic equipment of this nature will require at least a 12-month delivery period, even with a Defense Order, it is my recommendation that the attached list of radio and communications equipment be approved for use at the Shepherdstown relocation site. This equipment amounts to approximately $73,679.

| | | |
|---|---|---|
| 3 | Each Collins type 432A 2.5 KW high frequency transmitters at $7900 | 23,700.00 |
| 3 | Sets Vacuum tubes for above transmitters at $243. | 729.00 |
| 3 | Matching networks at $250 | 750.00 |
| 3 | Frequency shift oscillators #709E-1 at $100 | 300.00 |
| 1 | BC-339 1 KW transmitter complete at $4300 | 4,300.00 |
| 5 | Frequency shift keying system receivers at $700 | 3,500.00 |
| 2 | Radio teletype terminals complete at $2800 | 5,600.00 |
| 2 | 25 KW generators at $4,000 | 8,000.00 |
| 6 | Each receivers at $500 | 3,000.00 |
| 6 | Rhombic antenna kits complete at $1500 | 9,000.00 |
| 5 | Each teletype equipments, type 19 at $2000 | 10,000.00 |
| 2 | Each teletype machine, Model 15 printers at $800 | 1,600.00 |
| 4 | Each reperforators at $400 | 800.00 |
| 2 | Each keying Link equipments at $1200 | 2,400.00 |
| | TOTAL | $73,679.00 |

Delivery to be effected from army Ltr dtd 12-6-51

Red must refund

66-17381-72

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. GLAVIN

DATE: October 23, 1951

FROM : R. C. RENNEBERGER

SUBJECT: EMERGENCY SUPPLIES (WAR PLANS)

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Mohr
Tele. Room
Nease
Gandy

There is listed below the supplies which have been boxed and set aside in the Storage Unit for emergency purposes.

1000 Tags, return address & pen
5 boxes Cups, paper, conical
1 box Bands, rubber, #33
6 boxes Bands, rubber, #16
12 Cleaner, typewriter, Bud
6 Pens, Esterbrook
6 Penpoints, Esterb., Med.
6 Penbases, Esterbrook
4000 Paper, SF 64 bond 8 x 10½
2000 Paper, SF 64 manifold 7 x 8
2000 Paper, SF 64 manifold 8 x 10½
4 Staple Removers
2 Stamps, date, #2
4 Staplers, standard
500 Memobelts
12 Boxes Staples, Standard
12 Tablets, white ruled 8 x 10½
144 Tape, scotch, 3/4 x 300 "
6 Trays, desk
1 Sharpener, pencil
18 dozen Pencils, red
12 dozen Pencils, blue
84 dozen Pencils, #3
18 dozen Pencils, #2
12 dozen Pencils, #1
72 pkg. Lead, pencil, thin "B"
36 Pencils, mechanical
2000 SF 64, bond, 7 x 8
12 boxes Labels, gummed, #2008
48 Notebooks, steno, 6 x 9
6 Pads, stamp, #2
25 Soap, face
12 Ribbons, L. C. Smith, Black, Medium inked
12 Ribbons, Underwood, Black, Medium inked
12 Ribbons, Royal, Black, Medium inked
12 Ribbons, Remington Portable, Black, Medium inked
100 Envelopes, 9½ x 12½, plain
100 Envelopes, 9½ x 12½, Fr & Pen
100 Envelopes, 6 x 9½, Plain
100 Envelopes, 6 x 9½, Fr & Pen
100 Envelopes, 10 x 15, Plain
100 Envelopes, 10 x 15, Fr & Pen

ROOM B-205 JUSTICE
100 cu. ft.

RECORDED - 40 66-17341-724

EX. - 50

53

100 Envelopes, 7 x 10½, Plain
100 Envelopes, 12 x 16, Fr & Pen
100 Envelopes, 12 x 16, Plain
100 Envelopes, 10 x 15, Plain
12 Ink fountain pens, blue, black (4 oz.)
1 Ink, Stamp pad, red
2 Ink, Stamp pad, black
12 boxes Paper carbon, 8 x 10½, ltwt
2 pks. Pads, scratch, 3 x 5
100 boxes Clips, paper, #a
20 pkg Cards, white, 3 x 5
24 boxes Clamps, #1 Paper
500 Folders, letter size #8502R
10 pkg Spirits of Ammonia
10 pkg. Ointment, Burn
10 pkg. Iodine Swabs
2 pkg. Compresses, Adhesive
1000 Envelopes #9, Fr & Pen Window
1000 Envelopes #9, Fr & Pen
1000 Envelopes #9, Plain
500 Envelopes, 3 5/8 x 6½
4 pkg Paper, bond, white, 8 x 10½
4 pkg Paper, white man., 8 x 10½
4 pkg Paper, yellow man, 8 x 10½
2 pkg Paper, yellow man., 7 x 8'
2 pkg. Paper, white man., 7 x 8

ROOM B-205
JUSTICE

I have also arranged to have six electronic dictating machines, ~~two~~ FOUR transcribing machines and twelve standard typewriters marked for emergency purposes and not to be issued without obtaining specific instructions from you.

RCR:idl

~~35-37~~ 54

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Belmont

DATE: October 31, 1951

FROM : F. J. Baumgardner

SUBJECT: BUREAU WAR PLANS
INTERNAL SECURITY UNIT

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Belmont
Lohr
Tele. Room
Nease
Gandy

PURPOSE:

To advise you of the necessary special supplies, equipment, and material to be removed from the Seat of Government in the event of evacuation for use by the Internal Security Unit.

DETAILS:

There is listed hereinafter necessary special supplies, equipment and material to be removed from the Seat of Government at time of evacuation, time permitting. As you know, the master Security Index is maintained on tabulating cards from which 5 x 8 Security Index cards are prepared for the Security Index Desk and the field. It will be highly desirable in the event of complete evacuation to remove the following machinery and supplies from the Statistical Section in order to carry on the Security Index Program at another location:

| | |
|---|---|
| International Business Machine Type #407 | Rm 6232 IB |
| Sorting machine | Rm 6232 IB |
| Punch machine | Rm 6232 IB |
| Paper stock for IBM equipment | Rm 6232 IB |

However, it is pointed out that certain of the machinery mentioned above cannot be operated without direct high-voltage lines and is difficult to remove because of the weight of the equipment. In addition, certain of the equipment is the property of the IBM Company being used on a rental basis. Time permitting, it will be most desirable to remove this equipment from the Seat of Government as it is of the greatest value in following the program, preparing lists for apprehension, and in preparing lists of those apprehended after the program is in operation.

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EX-50

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PLC

If the facilities at the Seat of Government are untenable and time does not permit removal of heavy equipment, the Security Index tabulating cards maintained in the Statistical Section are being listed for removal as it may be possible to obtain similar equipment or the use of similar equipment at a different location.

The following is a list of the special supplies and material recommended for removal:

1. Special supplies

~~5 x 8 cards - white~~ (2000) Rm B-118

~~5 x 8 cards - blue~~ (6000) Rm B-118

Delete as stated on B-105

2. Work material

Unit Chief's Bureau Manuals and policy and personnel folders Rm 1244

Active ticklers or tickler cards maintained by each Supervisor in Unit Rm 1258

All mail on hand Rm 1258

Security Index cards (6 cabinets containing 5 x 8 cards) Rm 1258

Master Security Index cards (tabulating cards at Identification Building) Rm 6232 EB

Policy folders, SAC Letters, and Portfolio for the program maintained by Security Index Desk (1 cabinet) Rm 1258

Key Figure cards maintained by each Supervisor on the Security Index Desk Rm 1258

Security Informant indices (2 cabinets) Rm 1704

Tesur and misur indices (1 cabinet) Rm 1704

Informant policy ticklers Rm 1704



~~4-8~~ ~~SEP 6~~ 6 71

| | |
|---|---|
| Front Desk policy ticklers | Rm 1515 |
| Summary memoranda ticklers on front organizations | Rm 1515 |
| Front Desk reference cards | Rm 1515 |
| Smith Act policy folders | Rm 1517 |
| Index of confidential mailing addresses, Unit addresses, and meeting places, and locations of mimeograph equipment maintained on Party Desk (1 cabinet) | Rm 1519 |
| Summaries maintained by Party Desk | Rm 1519 |
| Running memoranda and policy folders maintained by Labor Desk (1 cabinet) | Rm 1513 |
| Copies of current plant informant quarterly reports | Rm 1511 |
| Vital facilities lists | Rm 1511 |
| Plant informant policy ticklers | Rm 1511 |
| Atomic Energy facilities index list | Rm 1511 |

ACTION:

If you approve, this memorandum should be routed to Mr. Keay for inclusion in the overall plans.



~~62-58-5567~~ 72

BEST COPY AVAILABLE

The Director

December 17, 1941

The Executive Conference

The executive conference of December 16, 1941, consisting of Messrs. Wilson, Tracy, Ortbals, Legge, McGuire, Laughlin and Lloyd, in connection with the Bureau's war plans considered the following suggestions made by the Washington field office in connection with their protection plans for employees:

1. That liaison be established with the agency to which the Bureau is assigned and that authority be granted the liaison agent to contact their local officials and facilitate arrangements for evacuation.

The conference felt that this would be a matter to be referred to field officials to contact the agencies to which they are assigned during the evacuation and after evacuation could promptly report necessary information to the Bureau at its evacuation headquarters.

OK H

The conference recommends approval of the suggestion.

2. That the Bureau consider providing temporary housing in the vicinity of alternate headquarters. It was pointed out that the executives Conference memorandum of December 10, 1941, suggested that employees make their own plans for care of families so that an alternate be selected for relief employees who for some special emergency family situation could not be evacuated. It is pointed out that in this emergency most all of the Washington Field Intelligence division will be evacuated leaving no alternates to select from.

The conference in considering this matter feels that it would be undesirable for the Bureau to endeavor to provide temporary housing for the families of Bureau employees to be evacuated to our alternate headquarters. It was pointed out to the conference that the student body at the alternate headquarters is in excess of 10 persons at the present time and that our total evacuee program contains only 35

Director
Tamm
Glavin
Nichols
Gurnea
Harbo
Ladd
Belmont
Laughlin
Mohr
Tele. Room
Nease
Gandy

RECORDED 17

12-73

Memorandum for the Treasurer

employees, that there are dormitories and other facilities available at our alternate headquarters which it is believed could be secured for the families of employees who would be evacuated.

Respectfully,
For the Conference

Clyde Tolson



It isn't clear to me what Conf. is recommending — whether against moving families into "temporary housing" or against moving families at all. I am against any arrangement for moving families to our Washington hdqts. H.

Tolson
Nichols
Boardman
Clegg
Glavin
Harbo
Nichols
Rosen
Tracy
Carson
Alden
Belmont
Laughlin
Mohr
Tele. Room
Nease
Gandy

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 11-1-51

FROM : C. L. TROTTER

SUBJECT: BUREAU WAR PLANS
SOG - RECORDS SECTION

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Belmont
Mohr
Tele. Room
Nease
Sandy

Forwarded herewith for the attention of the Administrative Division are two lists of names. The first list comprises one hundred persons who would be designated for the evacuation area in the event of an emergency. The second list is made up of alternates for the first list of one hundred.

These lists are intended for use in the event of urgent evacuation because of an emergency condition. In the event evacuation action is ordered and there is time for selection and if the Bureau is to continue operating on a large scale in this building, persons will be selected from both lists to go to an emergency headquarters and additional substitutions might be made in order that we may have experienced personnel at both places. ~~if that becomes necessary~~.

WMM:dew;rmb
Attachment

Addendum (11-2-51)
JAS:rmb

The individuals listed herein will be appropriately advised when authority is received to do so.

RECORDED - 26 62-17341-74

DEC 27 1951

65 DEC 27 1951

OBureau War Plans - Emer. Gov't Headquarters 1-5-52

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : The Director

DATE: November 19, 1951

FROM : The Executives Conference

SUBJECT: WAR PLANS—EVACUATION

The Executives Conference on November 19, 1951, consisting of Messrs. Tolson, Glavin, Tracy, Parsons, Mohr, Ladd, Rosen, Gearty, Laughlin and Clegg, considered the following matters with reference to War Plans—Evacuation:

1. 516 employees are to be evacuated to the emergency relocation center. These employees have been selected as follows:

| Division | No. of Employees |
|---|---|
| Executive Offices | 22 |
| Identification | 10 |
| Training and Inspection | 6 |
| Administrative | 41 |
| Records and Communications | 134 |
| Domestic Intelligence | 235 |
| General Investigative | 15 |
| Laboratory | 53 |
| Total | 516 |

The Executives Conference unanimously recommended as follows:

A. That the entire list of personnel by identity be completed and that an alternate list of the same number be completed at the earliest possible date.

B. That the Assistant Director in charge of each Division have notified personally the employees selected for evacuation so that they can make plans for prompt departure from Washington when necessary and so that they can also make personal plans for their families during their absence from Washington. Those employees, who due to some special or emergency situation or family situation, would not be able to leave Washington, would have alternates selected in their place.

C. That a plan of mobilizing these employees selected for evacuation be completed, such a plan to be worked out on a basis of evacuation during working hours and also a plan for evacuation at night, on week ends or holidays.

cc - Mr. Mohr
Mr. Clegg

HHC:IGM

Attachment

Tolson
Ladd
Nichols
Glavin
Rosen
Tracy
Harbo
Belmont
Mohr
Nease
Gandy

RECORDED - 26

DEC 1951

ENCL.

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D. It was recommended that each employee selected after their notification would make their own personal plans as to their families during their absence. Some of them would undoubtedly arrange for their families to be billeted with other families temporarily. Others would arrange for their families to depart to homes of relatives or friends either near Washington or some considerable distance away. It was felt that these plans should be made personally.

2. It was unanimously recommended that no plans be made for the storage of a reserve supply of gasoline at or near the evacuation point, but that the Bureau would rely upon local gasoline filling stations and supply sources in the event of an evacuation.

3. Since a leased telephone line from the Bureau to the evacuation point would go through the telephone company facilities in Washington, the Conference was unanimously of the opinion that there should be no leased line obtained at this time since the bombing of the telephone company building would interfere just as much with the leased line which goes through the telephone terminal as it would with the regular connections through the telephone terminal switchboard.

4. The Conference recommended unanimously that at this time the Special Agent Supervisors at the Seat of Government not be required to carry their own side arms to and fro from the Justice Building to their homes in order that their side arms would be available in case of emergency. It was felt that at this particular time there would be no need for the Agents to carry their firearms personally, and if necessary a supply of such firearms could be sent to the evacuation point either from the Administrative Division or from the Academy at Quantico.

There is attached a status report dated November 16, 1951, of the various steps completed, pending, and those not completed in connection with the various phases of the evacuation program.

Respectfully,
For the Conference

Clyde Tolson

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: 11/16/51

FROM : MR. CLEGG

SUBJECT: WAR PLANS - EVACUATION

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Belmont
Mohr
Tele. Room
Nease
Gandy

Reference is made to my memorandum of October 17, 1951 listing items to be considered in connection with the proposed evacuation program from Washington, and also items concerning the evacuation of personnel to shelter areas at the Seat of Government.

Attached is a report indicating the status of these items as of November 15, 1951.

FJH:vlr
Attachment

cc: Messrs. Ladd
Nichols
Belmont
Glavin
Harbo
Rosen
Tracy
Mason
Holmes

ENCLOSURE

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TOLSON LADD TWO THREE

11/17/51 AHG

ENCOL.

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10 SEP 30 1969

November 15, 1951

ITEMS IN CONNECTION WITH EVACUATION FROM WASHINGTON, D. C.

PERSONNEL

1. 516 employees are to be evacuated to the emergency re-location center. The various divisions have submitted lists of employees to be evacuated. These lists include supervisors, clerks, stenographers, typists, switchboard operators, radio operators, code clerks, mail couriers, laboratory technicians, etc. The following is a tabulation of the number of persons from each division to be evacuated to the re-location center:

| Division | Number of Employees |
|---|---|
| Executive Offices | 22 |
| Identification | 10 |
| Training and Inspection | 6 |
| Administrative | 41 |
| Records and Communications | 134 |
| Domestic Intelligence | 235 |
| General Investigative | 15 |
| Laboratory | 53 |
| Total | 516 |

ITEMS NOT COMPLETED

2. Should the employees on the tentative lists be now informed of the likelihood of their evacuation, now that the tentative lists have been prepared.

This matter is being presented to the Executives Conference for their consideration.

3. Complete arrangements so that upon signals for evacuation, if employees are at work, they can be sent home for packing needed clothing in luggage, and make other arrangements for departure.

4. A system of mobilization of those who are sent home for their clothing as well as a system for notifying and mobilizing those employees to go if the signal is received at other than working hours should be completed.

Items 3 and 4 cannot be completed until the persons listed on the tentative evacuation lists have been contacted as to their availability, as indicated in item No. 2. When this has been determined, the Administrative Division will complete these arrangements.

Ex-17[illegible]1-75

ENCLOSURE

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5. What about the families of married supervisors who are to go to the evacuation point.

This matter is being submitted to the Executives Conference for their decision.

## TRANSPORTATION

1. Mr. Glavin has been selected to depart immediately for the evacuation point, on signal for evacuation, to make arrangements for the arrival of Bureau personnel. If telephone lines are available, Mr. Glavin will call the evacuation point prior to his departure, advising that there is to be immediate evacuation from Washington, D. C.

2. The Bureau has assigned, at the Seat of Government, three busses with an average capacity of 40 persons, four station wagons with a total capacity of 24 persons, and four automobiles with a total capacity of 24 persons. In addition, the Washington Field Office has assigned 113 automobiles. Of this number, 58 would be required to transport the remaining 348 individuals to the re-location center.

The Administrative Division has the responsibility for arranging for this equipment and setting up a system for assembling it for transportation of personnel.

3. The quantity of files, supplies, and equipment to be evacuated has been ascertained. Arrangements have been made with the Public Buildings Administration to obtain trucks to transport this material to the evacuation point.

4. The drivers of the cars and busses assigned to the Seat of Government have been selected. 500 copies of the routes to be followed to the evacuation point have been prepared and are available for distribution.

5. Current Bureau instructions to the effect that all automotive equipment is to be stored with gas tanks filled and in a condition to operate have been reiterated to the various individuals currently using this equipment.

6. In connection with the storage of reserve gasoline at the evacuation point, Mr. Parsons of the Laboratory has advised that there are a number of gasoline stations in the area of the re-location center and that gasoline would probably be available at these stations.

7. Arrangements have been made for a truck to leave Quantico with ammunition and additional firearms equipment with the personnel accompanying these firearms and ammunition to be used as a guard detail until permanent guard is established.

ITEMS NOT COMPLETED

8. Do not travel to the evacuation point in long trains of cars or trucks. Departure should be in small groups as ready not exceeding 5 or 6 vehicles in any group. This is to avoid providing a target for strafing as well as to reduce traffic difficulties.

Instructions concerning this matter will be issued to the employees who are going to be evacuated to the evacuation center.

9. With each small group of cars and trucks there should be at least one car of supervisors with sidearms and other necessary firearms to protect personnel and records against hi-jacking or parachutists. The firearms, of course, should be inconspicuous during transit.

This will be completed after the final list of employees designated for evacuation has been completed.

10. There should be a front office detail which should make arrangements to move the equipment, records, and facilities needed by the Director and Messrs. Tolson, Ladd, and Nichols so that their offices will be set up and ready for operation on the arrival of these officials. The facilities, records, and equipment to be evacuated should be identified now and a plan for loading them on a top priority basis should be completed.

This matter is being handled by the Administrative Division and will be completed in the immediate future.

11. A work detail should be selected; their job would be to effectuate immediately the loading of equipment, files, supplies, and facilities without delay.

This is the responsibility of the Administrative Division.

## OCCUPYING QUARTERS AT EVACUATION POINT

1. Blueprints of the buildings at the evacuation point with the exception of the main building have been obtained. There are no blueprints for the main building and a diagram will be made of the floor space in this building.

## ITEMS NOT COMPLETED

2. Plot on diagrams the location of files, facilities, supplies, and equipment so that the unloading will be without confusion.

3. Designate work detail among those to be evacuated for prompt unloading of files and other facilities upon arrival at evacuation point with one employee directly in charge. This employee might be the one who left promptly for the evacuation point to make arrangements for acquiring the facilities there.

This matter will be handled upon completion of the final list of persons to be evacuated. The Administrative Division has the responsibility for handling this matter.

## FILES

### ITEMS NOT COMPLETED

1. Complete the procedure now being followed of identifying files by cards which will be the basis for the primary index to the files taken to the evacuation point. Later make additional cards on other subjects of same files.

The necessary 3 x 5 cards have been ordered and this project will be completed upon receipt of these cards. The Records & Communications Division has the responsibility in this matter.

2. Select distinctive, colored file covers, front and back, for files selected for evacuation in order to facilitate location at evacuation time.

The necessary colored file covers have been ordered and this project will be completed when this material is received. The Records & Communication Division has the responsibility for this matter.

3. Identify cabinets in which selected files for evacuation are located by small label or paint spot of a distinctive type.

Upon completion of items 1 and 2, the cabinets in which the files are located will be appropriately identified. The Records and Communications Division has the responsibility in this matter.

4. Ascertain monthly volume of files selected so that the number of cabinets needed can be ascertained and number of trucks will be known for transportation purposes.

The Records & Communications Division has the responsibility in this matter.

## COMMUNICATIONS

1. The radio call signals for the evacuation point will be the same as those currently in use. Therefore, there will be no necessity in advising the field since they are already aware of the call signals.

2. Two telephone switchboards have been installed at the evacuation point. A number of telephone instruments are in storage at the re-location center for prompt installation. 600 ft. of 26 pair cable, 1,000 ft. of 4 conductor wire, and 4,000 ft. of 2 conductor wire will be needed to install the telephone instruments at the evacuation point. Efforts are being made to obtain this equipment from the telephone company. The Laboratory is handling this matter. In connection with the installation of one direct line telephone circuit between Washington and the evacuation point at this time, the Records & Communications Division has advised that there is no difficulty in contacting the evacuation point through available telephone lines currently in operation.

3. The Laboratory feels that the installation of interior wiring during the Christmas Holidays for inter-office communications, buzzers, etc., would undoubtedly cause considerable comment among persons at the evacuation point. Therefore, from a security standpoint, they do not feel that it is desirable to make these installations. As an alternate, a quantity of this type material is stored at the evacuation point which could be installed promptly should the need arise.

4. A quantity of radio equipment is available at the evacuation point which would permit minimum radio communications. The purchase of additional radio equipment has recently been authorized and this equipment will be brought to the evacuation point if available. The Laboratory has made a preliminary survey concerning possible locations for radio antenna. Three teletype machines have been installed at the evacuation point, and additional power circuits have been installed in the rooms where these machines and the switchboards are located.

5. Plans for courier service between the evacuation point and Washington, D. C. and to the emergency White House and critical agencies locations have been made.

6. Several commercial short-wave radio receivers have been set aside to be brought to the evacuation point.

## COMMUNICATIONS (Cont'd)

### ITEMS NOT COMPLETED

7. Complete arrangements now being made for micro-wave length system for communicating with temporary location of White House and critical agencies.

Bureau representatives are continuing to work with the N.S.R.B. Committee concerning this matter in an effort to select and obtain the available equipment to be utilized in this project.

## FURNITURE AND SUPPLIES

1. Sufficient furniture is available at the evacuation point for use of Bureau personnel.

2. A list of supplies, forms, stationery, typewriters, carbon paper, and other necessary items has been prepared.

3. An estimated two weeks' supply of miscellaneous equipment and supplies has been packed in containers and set aside for prompt loading and transportation at the time of evacuation.

## ITEMS NOT COMPLETED

4. Identify specifically items of furniture, cabinets, safes, and similar facilities which are to be transported.

The Administrative Division has the responsibility for handling this matter.

5. Identify with some comparatively inconspicuous label each item to be transported. Assign it a number and plot on charts the location of this equipment in Washington and also where it is to be placed upon arrival at the evacuation point.

The Administrative Division has the responsibility for handling this matter.

## MEDICAL SUPPLIES

1. Three nurses have been selected on the tentative list of personnel to be evacuated.

2. There is available at the evacuation point an infirmary which will be available for use of Bureau personnel.

3. A list has been prepared of the medical supplies and medical equipment needed, and this material has been ordered. Upon receipt of these supplies and equipment, they will be stored at the evacuation point.

## ITEMS NOT COMPLETED

4. Locate and have available at the evacuation point a competent physician.

The Administrative Division has the responsibility in this matter.

## FIREARMS AND AMMUNITION

1. A supply of rifles, shotguns, machine guns, gas riot guns, and ammunition have been set aside for transportation to the evacuation point in the event of an emergency.

2. A supply of handcuffs and detention kits have also been set aside for transportation to the evacuation point.

### ITEMS NOT COMPLETED

3. Each supervisor to carry his own sidearm and one box of ammunition. These sidearms and ammunition supplies to be quickly available both at work and at home and wherever he is.

These instructions will be given to the supervisors listed on the final list of persons to be evacuated.

## MANUALS

1. The Agents designated for evacuation will be instructed to take with them their own handbooks. A supply of Manuals of Rules and Regulations and Manuals of Instructions has also been set aside for transportation to the evacuation point.

## BLACKOUT EQUIPMENT FOR EVACUATION POINT

1. Obtain and have ready for immediate installation blackout equipment for top executives' offices, communications offices, security index room, and one large assembly room.

The Administrative Division has the responsibility for handling this matter.

## AIR RAID WARDEN SERVICE

### ITEMS NOT COMPLETED

1. Designate now wardens, alternates, and assistants for evacuation point.

These assignments will be made upon completion of the final list of persons to be evacuated.

## AIR RAID WARDEN SERVICE (Cont'd)

2. Designate now shelter areas at evacuation point.

The Administrative Division has the responsibility for handling this matter.

3. Select now blackout warning system for evacuation point.

The Administrative Division has the responsibility for handling this matter.

## GUARDS

### ITEMS NOT COMPLETED

1. Make survey to ascertain number outside patrol personnel needed.

2. Arrange for inside security patrol for office and file space.

3. What guards needed at entrance doors to selected buildings and establish shifts.

4. Consider double security guard at telephone and radio facilities location 24 hours per day.

5. At regular entrance to facilities at evacuation point, such as, gates or places where roadway enters the area occupied, have system of escorting visitors to and from places where they have official business and include special pass arrangements.

6. Arrange for protection by police, National Guard, and, if necessary, FBI personnel of sources of power and lights, water, gas, and any other vital facilities.

The Administrative Division has the responsibility for handling this matter.

## EMERGENCY FOOD SUPPLIES

1. There is available at the re-location center a quantity of various food stuffs for use by persons presently at the evacuation point. These food supplies would be available for use of Bureau personnel. Therefore, it does not appear necessary that the Bureau store emergency food supplies at the evacuation point.

## ALTERNATE EVACUATION POINTS

1. The utilization of the Chrysler estate at Warrenton, Virginia, is currently being considered.

## FIRST AID

1. First aid training will be afforded 25 per cent of the personnel listed on the final list of persons to be evacuated.

## RECREATION

1. There is available at the evacuation point a recreation hall, and there is available in this hall a number of items which could be utilized by Bureau personnel.

## ACTION IN EVENT OF AIR RAIDS IN WASHINGTON AND AT QUANTICO

1. Mr. Glavin is the over-all air raid warden and is in charge of evacuation of personnel to shelter areas located in the Justice Building. Deputy air raid wardens have been appointed for the Identification Building, the Old Post Office Building, and Quantico.

2. Assistant air raid wardens have been appointed in each Division.

3. Shelter areas have been assigned in the Justice Building and routes to these areas have been assigned to the employees of the various Divisions. Shelter areas have also been designated at Quantico. Shelter areas have not been designated in the Identification Building nor in the Old Post Office Building.

4. Charts have been prepared indicating the routes to be followed by the employees in the various Divisions during an air raid, and are available for distribution.

## ITEMS NOT COMPLETED

5. Practice evacuation to the shelter areas twice in the next 30 days and once in each 60 days thereafter. (No siren. This can be done on a time of day basis for each shift.)

The Administrative Division has the responsibility for handling this matter.

6. Organize and select a security patrol during the time the employees are in the shelter.

The Administrative Division has the responsibility for handling this matter.

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

FROM : W. R. GLAVIN

DATE: December 11, 1951

SUBJECT: [redacted]

Tolson
Ladd
Clegg
Glavin
Nichol
Rosen
Tracy
Harbo
Mohr
Nease
Gandy

At the request of [redacted] I met with him in my office on Sunday, December 9, 1951.

[redacted] stated that [redacted] had mentioned to him that the Bureau at the present time was not interested further in the [redacted] estate. He was wondering whether we were interested in other properties and whether there was any reason to feel that the Bureau would be interested in the estate at a future date.

I advised [redacted] that at the present time I did not feel that the Bureau would be interested in the [redacted] estate at any time in the foreseeable future. I reminded [redacted] that at the time we first discussed the property I pointed out to him certain reasons why we felt it was necessary to secure additional quarters and that developments up to the present time have made it unnecessary for us to secure land for certain of our activities. We are hopeful that at this time we will not find it necessary to expend considerable money in order to secure sufficient land to operate certain of our activities.

[redacted] was appreciative of my discussing this matter with him and advised me that he was primarily interested in knowing the Director's desires since he has had several other inquiries concerning his property in the recent past. You will recall that recently [redacted] the real estate man, advised that a foreign interest offered $6,000,000 for the property in question.

This memorandum is submitted for record purposes only and no action need be taken in connection with it at the present time.

WRG:JC

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DEC 18 1951

65 JAN 8 1952

THREE

BEST COPY AVAILABLE

DECEMBER 13, 1951

SAC, NEW YORK

REQUEST YOU CONTACT THE TECHNICAL MATERIAL CORPORATION, ONE TWO ONE STEUBEN PLACE, MAMARONECK, NEW YORK AND ARRANGE APPOINTMENT FOR SPECIAL AGENT J. L. PERRITT TO VISIT FACTORY FOR TECHNICAL STUDY OF MODEL ODR DASH TWO DUAL DIVERSITY RECEIVING SYSTEM AND ASSOCIATE DSK EQUIPMENT. PERRITT CAN BE AVAILABLE ON MONDAY DECEMBER SEVENTEEN OR ANY DAY FOLLOWING. SUGGL.

HOOVER

DETERRED

JLP:NP

*Believe this will involve only one day. Equipment is of the type needed for emergency headquarters. Technical descriptive literature looks good but feel we should examine actual equipment.*

*I.W.C.*

RECORDED - 133

DEC 18 1951

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Alden
Belmont
Laughlin
Mohr
Tele. Room
Nease
Gandy

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10 SEP 30 1969

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: 1/8/52

FROM : THE EXECUTIVES CONFERENCE

SUBJECT: BUREAU WAR PLANS
EMERGENCY HEADQUARTERS
FBSOG

Tolson
Ladd
Clegg
Gearty
Nichols
Rosen
Tracy
Harbo
Belmont
Mohr
Tele. Room
Nease
Gandy

The Executives Conference of January 7, 1952, consisting of Messrs. Tolson, Gearty, Clegg, Rosen, Ladd, Belmont, Mohr, Harbo, Tracy and Glavin, was advised in connection with the President's confidential book concerning emergency relocation sites that Mr. Bartlett in the Bureau's Liaison Section had advised that Mr. Russell Ash, former Bureau Special Agent presently handling this project for the National Security Resources Board, had requested certain additional information concerning the Bureau's emergency plans. The additional sheets are attached hereto. The Conference was advised of the information contained on the sheets in question, and was further advised that Mr. Bartlett had personally discussed this additional information with Mr. Ash and was assured that the information contained on the forms in question was entirely satisfactory.

There is also attached hereto a chart showing the emergency relocation sites of key agencies and high-lighting the Bureau's site at Shepherdstown, showing the mileage between the sites, which will also be forwarded to Mr. Ash in connection with the additional information on the forms in question. It is recommended that approval be granted to furnish this information to Mr. Ash through Mr. Bartlett of the Liaison Section.

ENCLOSURE BEHIND FILE

Respectfully,
For the Conference

Clyde Tolson

ENCL

CC - Mr. Mohr
Mr. Clegg

Attachments

WRG:mle

66-17381-78

RECORDED-81
INDEXED-81

1-11-52 Data handed to A.R. Ash, N.S.R.B.
C.A. Bartlett

EX. - 8

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 1-3-51

FROM : C. L. TROTTER

SUBJECT: RECORDS SECTION
WAR PLANS
EVACUATION FILES

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Alden
Belmont
Laughlin
Mohr
Tele. Room
Holmes
Gandy

BUREAU WAR PLANS FILES
EVACUATION FILES

The approved covers for the Bureau's evacuation files have now been obtained and are being placed on the files falling in this category. The evacuation file covers are identified by a one inch orange band across the bottom and down the two sides of the file cover.

Copies of this memorandum together with the sample copy of the evacuation file cover are being designated for each Assistant Director so that the agent supervisory personnel in the respective Divisions will know the reason for the special type of file cover.

cc - Mr. Tracy (Routed direct)
Mr. Clegg " "
Mr. Glavin " "
Mr. Belmont " "
Mr. Rosen " "
Mr. Harbo " "

CLT:jw

ENCLOSURE BEHIND FILE

65 JAN 23 1952

RECORDED - 108
EX-25

66-17351-79

THREE

FEDERAL BUREAU OF INVESTIGATION

_____, 1952

TO:

| | |
|---|---|
| ___Director | ___Mr. Mohr 5744 |
| ___Mr. Tolson 5744 | ___Miss Gandy 5633 |
| ___Mr. Ladd 5736 | ___Mr. Nease 5633 |
| ___Mr. Nichols 5640 | |
| ___Mr. Belmont 1742 | ✓Records Sec. [redacted] |
| ___Mr. Clegg 5256 | ___Pers. Records 6631 |
| ___Mr. Glavin 5517 | ___Reading Room 5531 |
| ___Mr. Harbo 7625 | ___Mail Room 5533 |
| ___Mr. Rosen 5706 | ___Teletype 5644 |
| ___Mr. Tracy 4130 IB | ___Leave Clerk 2706 |
| ___Mr. Laughlin 1742 | ___Mechanical B-114 |
| | ___Supply Room B-118 |
| ___Mr. Holloman 5636 | |
| ___Mr. McGuire 5642 | ___Miss Lurz |
| ___Mr. Wick 5625 | ___Mrs Chisholm |
| | ___Miss Brown |
| ___Mr. Jones 4236 | ___Miss Corrigan |
| ___Mr. Leonard 6222IB | ___Miss Pownell |
| ___Mr. Sizoo 7204 | ___Miss Beals |
| ___Mr. Trotter 7204 | |
| ___Mr. Wherry 5537 | _____ |
| ___Mr. English 5627 | |
| | _____ |
| ___See me | ___Note & return |
| ___For your info | ___For appropriate action |

Thanks is attached for to Records?

L. B. Nichols
Room 5640, Ext. 691

BEST COPY AVAILABLE

[illegible], 1952

[illegible]

Dear Sir:

In connection with the plans [illegible] of employees from the seat of Government and to the relocation [illegible] to use the [illegible] office in Alexandria, Virginia, [illegible] rally point.

This rally point will be used by [illegible] in the Bureau as a point to which [illegible] it become necessary to evacuate [illegible]

[illegible] will [illegible] at rally point [illegible] cooperation [illegible]

Very truly yours,

J. Edgar Hoover

John Edgar Hoover
Director

LJC:cr

RECORDED - 108

[illegible] 80

JAN 10 11 32 AM '52

U.S. DEPT. OF JUSTICE

[illegible] DIRECTOR

Tolson ____
Ladd ____
Clegg ____
Glavin ____
Nichols ____
Rosen ____
Tracy ____
Harbo ____
Alden ____
Belmont ____
Laughlin ____
Mohr ____
Tele. Room ____
Nease ____
Gandy ____

JAN 29 1952

BEST COPY AVAILABLE

January 9, 1952

[illegible]

[illegible]

Mr. Whitmore

[illegible]

Dear Mr.

In connection with the plans for the evacuation of [illegible] the use of government [illegible] this site it is planned to use the facilities of the postal [illegible] Pittsville, Maryland as a rally point.

This rally point will be used by a [illegible] group within the area as a point to which they will report should it become necessary to evacuate headquarters.

A position among leaders has been designated and they will be [illegible] this to coordinate action.

[illegible]

Sincerely yours,

J. Edgar Hoover

[illegible]
Director

LAM:cr

EX-9

64-17[illegible]-81

RECORDED - 108

JAN 10 11 32 AM '52

U.S. DEPT. OF JUSTICE

[illegible]

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Alden
Belmont
Laughlin
Mohr
Tele. Room
Nease
Gandy

JAN 10 1952

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Ladd

DATE: December 4, 1951

FROM : A. H. Belmont

SUBJECT: BUREAU WAR PLANS
DOMESTIC INTELLIGENCE DIVISION
EMERGENCY HEADQUARTERS FOR SEAT

Reference is made to my memorandum of November 9, 1951, setting forth plans for the Domestic Intelligence Division in connection with an emergency evacuation of Bureau Headquarters. Reference is also made to the Executives Conference memorandum of November 19, 1951, concerning evacuation plans for the Bureau. There were a number of recommendations set forth in my reference memorandum, part of which were answered in the reference Executive Conference memorandum. The following, however, were not completely answered and it is suggested they be considered by the Coordinator of Evacuation Plans and answers provided in order that this Division may complete its evacuation plans prior to December 15, 1951, as is desired by the Director.

(1) It was recommended that the Liaison Agents not accompany Bureau personnel to our own temporary headquarters, but that they evacuate with the agency to which they are assigned. A schedule of the key agencies and the liaison men assigned to each was attached to my memorandum. It was recommended that the Liaison Agents be authorized to contact their agencies at this time and effectuate arrangements for evacuation.

(2) The resident agencies in Alexandria, Virginia, and Hyattsville, Maryland, have been designated as assembly points for personnel of the Domestic Intelligence Division in connection with evacuation at night or at a time when it will not be possible to collect at Bureau Headquarters. It was suggested that the Richmond and Baltimore Offices be advised of the Bureau's plans in this respect.

(3) It was pointed out that of foremost concern to all employees to be evacuated will be their families and while this problem may be solved by some employees on their own initiative, it will be necessary for the Bureau to make some arrangements for the remaining families at or near our alternate headquarters or at some other safe haven, at least on a temporary basis. It was recommended that consideration be given to providing temporary housing in the vicinity of our alternate headquarters.

The reference Executives Conference memorandum suggested that the employees make their own personal plans for care of their families and that where there is some special or emergency family situation in which the employee would not be able to leave Washington,

RECORDED-137 62-17381-82

VPK:mls

EX.-8

alternates would be selected. It is pointed out that most of the Domestic Intelligence Division will be taken to the temporary headquarters and that not many alternates will be available. It is anticipated that competent alternates would be difficult to obtain as it is highly probable that family problems may interfere with plans to evacuate a number of key personnel who would be essential to our war effort. It is obvious that there will be infinite problems in connection with employees arranging for their families. Many will have no home to which they can send their families. Others will have a situation in which their home is such a long distance away, such as on the West Coast, that it would not be practical to send their families there. In a large number of instances due to small children in the family, it will be essential that the Agent or employee himself actually transport his family to the location where they will be housed. From a strictly practical standpoint, it would appear that a satisfactory personal solution without assistance from the Bureau will be possible in only a minimum number of instances as in most cases the first concern of the employee will be to take care of his family before he himself proceeds to the safety of the Bureau's temporary location. It is strongly urged that further consideration be given to the Bureau providing a safe haven out of the City of Washington, preferably in the vicinity of the alternate headquarters, where families can be evacuated on an orderly basis with Bureau assistance, thus relieving our employees of a part of the responsibility in order that they can devote their attention to their official duties with the Bureau.

RECOMMENDATION:

It is recommended that these problems be referred to the Coordinator of Evacuation Plans, Mr. Glavin, in order that they can be resolved and the Domestic Intelligence Division can complete its plans prior to December 15, as noted above.

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. GLAVIN

DATE: December 12, 1951

FROM : L. J. GAUTHIER

SUBJECT: BUREAU WAR PLANS
DOMESTIC INTELLIGENCE DIVISION

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Belmont
Mohr
Tele. Room
Nease
Gandy

The following recommendations have been made by the Domestic Intelligence Division in connection with their overall plans for evacuation.

1. That Liaison Agents evacuate with the agency to which they are assigned and that authority be granted for Liaison Agents to contact their agencies at this time and effectuate arrangements for evacuation.
RECOMMENDATION: That this matter be considered at Executives Conference.

2. That the Bureau consider providing temporary housing in the vicinity of alternate headquarters. Executives Conference memorandum of November 19, 1951 suggested that employees make their own plans for care of families and that an alternate be selected to replace employees who for some special or emergency family situation could not be evacuated. It is pointed out that in this connection most all of the Domestic Intelligence Division will be evacuated leaving no alternates to select from.
RECOMMENDATION: That this situation be discussed at Executives Conference.

3. That in connection with evacuation of employees to alternate headquarters, the Richmond and Baltimore Offices be advised of the Bureau's plans to use the residence agencies in Alexandria and Hyattsville as rallying points.

COMMENTS:

RECORDED-137
EX.-8

It is felt that consideration should be given to more suitable assembly points for employees of the Domestic Intelligence Division. Location of the resident agencies are in downtown areas where automobile and pedestrian traffic may become congested. It is felt that the selection of 4 or 5 rallying points at the home of an employee centrally located in concentrated area of residences of other employees would afford more possibilities of the emergency plan functioning properly.

LJG:mle

65 JAN 25 1952

RECOMMENDATION:

That this point be considered by the Executives Conference.

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : The Director

DATE: December 17, 1951

FROM : The Executives Conference

SUBJECT: BUREAU WAR PLANS - EMERGENCY HEADQUARTERS FOR SOG

The Executives Conference of December 14, 1951, consisting of Messrs. Tolson, Tracy, Harbo, Clegg, McGuire, Laughlin and Glavin, in connection with the Bureau's war plans considered the following suggestions made by the Domestic Intelligence Division in connection with their over-all plans for evacuation:

1. That Liaison Agents evacuate with the agency to which they are assigned and that authority be granted for Liaison Agents to contact their agencies at this time and effectuate arrangements for evacuation.

The Conference feels that this would be a most desirable procedure to follow since the Liaison Agents would be with the agencies to which they are assigned during the evacuation and after evacuation could promptly report necessary information to the Bureau at its evacuation headquarters.

O.K. The Conference recommends approval of the suggestion.

2. That the Bureau consider providing temporary housing in the vicinity of alternate headquarters. It was pointed out that the Executives Conference memorandum of November 19, 1951, suggested that employees make their own plans for care of families and that an alternate be selected to replace employees who for some special emergency family situation could not be evacuated. It is pointed out that in this connection most all of the Domestic Intelligence Division will be evacuated leaving no alternates to select from.

The Conference in considering this matter feels that it would be undesirable for the Bureau to endeavor to provide temporary housing for the families of Bureau employees to be evacuated to our alternate headquarters. It was pointed out to the Conference that the student body at the alternate headquarters is in excess of 800 persons at the present time and that our total evacuee program considers only 516

WRG:cr

RECORDED-137 66-1738I-84

CC: Mr. Mohr
Mr. Clegg

employees, that there are dormitories and other facilities available at our alternate headquarters which it is believed could be secured for the families of employees who would be evacuated.

Respectfully,
For the Conference

Clyde Tolson

OK.

# It isn't clear to me what Ex. Conf is recommending - whether against or moving families into "temporary housing" or against moving families at all. I am against any arrangement for moving families at our emergency hdqts.

L.

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: December 18, 1951

FROM : MR. CLEGG

SUBJECT: WAR PLANS - EVACUATION

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Belmont
Mason
Tolson
Nease
Gandy

Reference is made to my memorandum of October 17, 1951, listing items to be considered in connection with the proposed evacuation program from Washington and also items concerning the evacuation of personnel to shelter areas at the Seat of Government.

Attached is a report indicating the status of these items as of December 14, 1951.

FJH:pm

CC - Messrs. Ladd
Nichols
Belmont
Glavin
Harbo
Rosen
Tracy
Mason
Holmes

RECORDED-137 66-17381-85

EX. - 8

56 JAN 29 1952

UNRECORDED COPY FILED IN 66-17381

December 17, 1951

ITEMS IN CONNECTION WITH EVACUATION FROM WASHINGTON, D. C.

PERSONNEL

1. The 516 employees who are to be evacuated to the emergency relocation center have been identified by name and have been advised of the likelihood of their evacuation should an emergency occur.

2. A plan for mobilizing the employees listed for evacuation has been completed. This plan includes arrangements for evacuation during working hours, as well as for evacuation during nonworking hours. The individuals listed for evacuation are in the process of being advised of this plan for mobilization.

3. The Executives Conference has recommended and the Director has approved the procedure whereby each employee selected for evacuation would make his own personal plans as to his family during his absence.

TRANSPORTATION

1. Mr. Glavin has been selected to depart immediately for the evacuation point on signal for evacuation, to make arrangements for the arrival of Bureau personnel. If telephone lines are available, he will call the evacuation point prior to his departure, advising that there is to be immediate evacuation from Washington, D. C.

2. The quantity of files, supplies, and equipment to be evacuated has been ascertained. Arrangements have been made with the Public Buildings Administration to obtain trucks to transport this material to the evacuation point.

3. The drivers of the cars and buses assigned to the Seat of Government have been selected. Five hundred copies of the routes to the evacuation points have been prepared and are available for distribution.

4. Current Bureau instructions to the effect that all automotive equipment is to be stored with gas tanks filled and in a condition to operate have been reiterated to the various individuals durrently using this equipment.

5. In connection with the storage of reserve gasoline at the evacuation point, the Executives Conference has recommended and the Director has approved that no plans be made for the storage of gasoline at or near the evacuation point, but that the Bureau would rely upon the gasoline supply in the vicinity of the evacuation point in the event of an emergency.

6. Arrangements have been made for a truck to leave Quantico with ammunition and additional firearms equipment with personnel accompanying these firearms and ammunition to be used as a guard detail until a permanent guard is established.

7. Arrangements have been made whereby vehicles traveling to the evacuation point will depart in small groups as ready to avoid strafing as well as to reduce traffic difficulties. Arrangements have also been made for at least one car of supervisors with side arms and other necessary firearms to accompany each small group of vehicles to protect personnel and records while in transit.

8. A Front Office detail has been selected to move the equipment, records, and facilities needed by the Director and Messrs. Tolson, Ladd, and Nichols so their offices will be set up and ready for operation on the arrival of these officials at the evacuation point. The facilities, records, and equipment to be evacuated from these offices have been identified and a plan for loading them on a top priority basis has been completed.

9. A work detail has been selected to effectuate immediately the loading of equipment, files, supplies, and facilities, listed for evacuation to the emergency relocation center.

ITEMS NOT COMPLETED

The number of cars and buses needed and available should be ascertained with a system of assembling this equipment for transportation of personnel.

The B ureau has assigned at the Seat of Government 3 buses which could transport a total of 120 individuals, 4 station wagons with a total capacity of 24 persons, and 4 automobiles with a total capacity of 24 persons. The Washington Field Office has assigned 113 automobiles which probably would be needed by that office to perform necessary duties in the event of an emergency. A survey is currently being made to determine the availability of automobiles necessary to transport employees to the evacuation point and a system of mobilization

for this equipment is being prepared.

The Administrative Division is handling the arrangements for this equipment and setting up a system for assembling it for transportation of personnel.

## OCCUPYING QUARTERS AT EVACUATION POINT

1. Blueprints of the buildings at the evacuation point, with the exception of the main building, have been obtained. A diagram of the floor space in the main building has been prepared.

2. A work detail has been selected from among those to be evacuated for prompt unloading of files and other facilities upon arrival at the evacuation point. Mr. Glavin will be in charge of this work detail.

## ITEMS NOT COMPLETED

1/7/52 Items handled

1. Plot on diagrams the location of files, facilities, supplies, and equipment so that the unloading will be without confusion.

This matter is currently being handled by the Administrative Division and it is expected that it will be completed by January 1, 1952.

## FILES

1. The volume of files currently listed for evacuation will occupy 1500 cu. ft. if moved in boxes and 2357 cu. ft. if moved in cabinets. 815 sq. ft. of space will be necessary at the evacuation point to store the file cabinets containing these files.

## ITEMS NOT COMPLETED

Records & Communications Div.

1. Complete the procedure now being followed of identifying files by cards which will be the basis for the primary index to the files taken to the evacuation point. Later make additional cards on other subjects of the same files.

The necessary 3 x 5 cards for the completion of this project have been received and it is estimated that this project will be completed by December 21, 1951.

2. Select distinctive, colored file covers for the files selected for evacuation in order to facilitate location at evacuation time.

The colored file covers for this project have been ordered and it is expected that they will be received December 28, 1951. This project will be completed when this material is received.

3. Identify cabinets in which selected files for evacuation are located by small label or paint spot of a distinctive type.

Upon completion of items 1 and 2 the cabinets in which the files are located will be appropriately identified. The Records and Communications Division is handling these matters.

## COMMUNICATIONS

1. The radio call signals for the evacuation point will be the same as those currently in use at the Clinton radio station.

2. Two telephone switchboards have been installed at the evacuation point. Sixty telephone instruments are in storage at the evacuation site for prompt installation in the event of an emergency.

3. The Executives Conference recommended and the Director approved that a leased telephone line from the Bureau to the evacuation point should not be obtained at this time since the bombing of telephone building would interfere with the leased line as it would with the regular connections through the telephone terminal switchboard.

4. A quantity of equipment and material for installation of inter-office communications, buzzers, etc., is stored at the evacuation point for installation should the need arise.

5. A quantity of radio equipment is available at the evacuation point which would permit minimum radio communications. The purchase of additional radio equipment has been authorized. It will be brought to the evacuation point as available. The Laboratory has made a preliminary survey for possible location of radio antenna. Three teletype machines have been installed at the evacuation point and additional power circuits have been installed in the rooms where these machines and the switchboards are located.

6. Plans for courier service between the evacuation point and Washington, D. C., as well as to the emergency White House and critical agencies locations have been completed.

7. Several commercial short-wave radio receivers have been set aside to be brought to the evacuation point.

ITEMS NOT COMPLETED

1. The necessary cable, wire, and connectors to install the 60 telephone instruments stored at the evacuation point have been ordered and will be brought to the evacuation point when available. The Records and Communications Division is arranging for the purchase of this material.

2. Arrangements have not been completed for the micro-wave length system for communicating with temporary location of White House and critical agencies.

On November 30, 1951, the B ureau received from the Military through arrangements with the Federal Civil Defense Agency a truck and trailer containing a complete 450-watt CW radio station to be used in emergency communications with the White House and critical agencies relocation centers until such time as the proposed micro-wave system becomes operative. This equipment is stored at the Clinton radio station and could be brought to the evacuation point and put into operation in a very short period of time.

Bureau representatives are continuing to work with the National Security Resources Board committee concerning the micro-wave system in an effort to select and obtain equipment to be utilized in this project. The Laboratory is handling this matter.

FURNITURE AND SUPPLIES

1. Sufficient furniture is available at the evacuation point for use of Bureau personnel.

2. A list of supplies, forms, stationery, typewriters, carbon paper, and other necessary items to be evacuated has been prepared and an estimated two weeks' supply of miscellaneous equipment and supplies has been packed in containers for prompt loading and transportation at the time of evacuation.

3. Items such as cabinets and other facilities to be evacuated have been identified.

ITEMS NOT COMPLETED



Identify with some comparatively inconspicuous label each item to be transported. Assign a number and plot on charts the location of this equipment in Washington and also where it is to be placed upon arrival at the evacuation point. This matter is being handled by the Administrative Division and it is expected that it will be completed by January 1, 1952.

## MEDICAL SUPPLIES

1. Three nurses have been selected for evacuation to the emergency relocation center.

2. There is available at the evacuation point an infirmary which will be available for use of Bureau personnel.

## ITEMS NOT COMPLETED

1. List has been prepared of the medical supplies and equipment needed and this material has been ordered. Upon receipt of this material it will be stored at the evacuation point. The Administrative Division is handling this matter.

2. Locate and have available at the evacuation point a competent physician. It is felt that it would be extremely difficult to make arrangements at this time for a physician to be available in the event of an emergency. Should an emergency occur arrangements could be made in the vicinity of the relocation point for a physician to be available for Bureau personnel.

## FIREARMS AND AMMUNITION

1. A supply of rifles, shotguns, machine guns, gas guns, and ammunition has been set aside for transportation to the evacuation point in the event of an emergency.

2. A supply of handcuffs and detention kits has also been set aside for transportation to the evacuation point.

3. The Executives Conference recommended and the Director approved that at this time Special Agent Supervisors at the Bureau not be required to carry their side arms to and from the Justice Building to their homes. If necessary a supply of such firearms could be sent to the evacuation point from the Administrative Division or Quantico.

## MANUALS

The Agents designated for evacuation will be instructed to take with them their own handbooks. In addition, a supply of Manuals of Rules and Regulations and Manuals of Instruction has been set aside for transportation to the evacuation point.

## BLACKOUT EQUIPMENT FOR EVACUATION POINT

Blackout equipment for top executives' offices, communications offices, security index room, and one large assembly room has not been obtained.

This matter is awaiting the plotting of the space to be utilized by the various Divisions in the relocation center and will be completed when this allotment of space has been determined. The Administrative Division is handling this matter.

## AIR RAID WARDEN SERVICE

1. Air raid wardens, alternates, and assistants for the evacuation point have been designated.

2. Shelter areas have been designated at the evacuation point.

3. A blackout warning system for the evacuation point has been established.

## GUARDS

1. The number of outside patrol personnel necessary for the evacuation point has been determined and guards have been selected from the personnel listed for evacuation.

2. An inside security patrol for office and file space in the evacuation point has been established.

3. Guards have been selected for entrances to the various buildings at the evacuation point.

4. A double security guard has been selected for telephone and radio facilities on a 24-hour basis.

5. Guards have been selected for duty at regular entrances to the facilities at the evacuation point.

6. Guards have also been selected to protect sources of power, water, gas, and other vital facilities at the evacuation point.

## EMERGENCY FOOD SUPPLIES

A quantity of various food stuffs is available at the relocation center for use by the present occupants of the relocation point. These food supplies would be available for use of Bureau personnel in the event of an emergency.

## ALTERNATE EVACUATION POINTS

1. The Chrysler estate at Warrenton, Virginia, is no longer being considered as an alternate evacuation point.

2. Consideration will be given to school buildings in the Warrenton, Virginia, area as well as school buildings in the Leesburg, Virginia, and the Gaithersburg, Maryland, areas as alternate evacuation points. The Administrative Division has the responsibility for handling this matter.

## FIRST AID

Now that the list of persons to be evacuated has been established it is planned to train 25 per cent of the personnel listed for evacuation in first aid shortly after January 1, 1952.

## RECREATION

There is available at the evacuation point a recreation hall equipped with recreation facilities which would be available to Bureau personnel.

ACTION IN EVENT OF AIR RAIDS IN WASHINGTON AND AT QUANTICO

1. Mr. Glavin is the over-all air raid warden and has been designated by the Bureau as the person in charge of (A) Evacuation from Washington, D. C., to the evacuation point and (B) Evacuation of all Bureau personnel to shelter areas during air raid drills or an actual air raid. Deputy air raid wardens have been appointed for the Identification Building, the Old Post Office, and Quantico.

2. Assistant air raid wardens have been appointed in each Division.

3. Shelters have been assigned in the Justice Building, the Identification Building, the Old Post Office, and at Quantico.

4. Charts have been prepared indicating the routes to be followed to the shelter areas by the employees in the various buildings during an air raid.

5. A practice evacuation of Bureau personnel in the Old Post Office has been held. A practice air raid drill for employees in the Identification Building is planned for Wednesday, December 19, 1951.

6. A security patrol has been organized to operate during the time employees are in shelter areas.

ITEMS NOT COMPLETED

A practice evacuation has not been held for employees in the Justice Building. The building superintendent has advised that the Department has not yet completed plans for air raid drills, and a building-wide practice evacuation will be held when these plans are completed. The Administrative Division is handling this matter.

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. GLAVIN

DATE: December 19, 1951

FROM : L. J. GAUTHIER

SUBJECT: WAR PLANS
AIR RAID WARDENS
SHEPHERDSTOWN, W. VA.

Mr. Tolson
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Mohr
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Holmes
Miss Gandy

The following employees have been designated as Air Raid Wardens for duty at the Relocation Center. Additional wardens will be appointed if necessary should Relocation Center be activated.

| | Wardens | Alternates |
|---|---|---|
| Div. 1. | E. S. Deiss | [redacted] |
| 2. | E. D. Mason | J. S. Rogers |
| 3. | [redacted] | C. Ray Davidson |
| 4. | | [redacted] |
| 4. | | |
| 5. | L. L. Laughlin | C. E. Hennrich |
| 6. | E. H. Winterrowd | F. L. Price |
| 7. | I. W. Conrad | [redacted] |

b6
b7C

[redacted] has been designated as head Air Raid Warden

RJR:ep

RECORDED-137

56 JAN 25 1952

EX. - 8

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : The Director

DATE: December 29, 1951

FROM : The Executives Conference

SUBJECT: WAR PLANS EMERGENCY HEADQUARTERS FOR SOG

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Belmont
Mohr
Tele. Room
Nease
Gandy

The Executives Conference of December 27, 1951, reconsidered the Conference memorandum of December 7, 1951, concerning the Bureau's war plans, particular reference being made to the possible procurement of temporary housing in the vicinity of the Bureau's alternate emergency headquarters for the families of Bureau employees designated to work at such headquarters.

It was pointed out to the Conference that the Director had commented that the Conference recommendation was not clear as to whether against moving the families into temporary housing or against moving families at all. It was pointed out that the Director is against moving families to our emergency headquarters.

The Conference again considered this matter and was of the unanimous opinion that families of Bureau employees assigned to our temporary headquarters be not moved into the temporary housing at our temporary headquarters by the Bureau, that those Special Agent supervisors who have been designated to stay behind at the time of evacuation of Washington is instructed be given the responsibility of keeping in contact with and taking care of the needs of the families of Bureau employees who have been evacuated to our temporary headquarters. The Conference feels that if such an arrangement is made Bureau employees to be evacuated would be less hesitant of leaving Washington knowing that their families would be taken care of.

It was pointed out by Messrs. Mohr and Tracy that they did not feel that the Bureau should object to an employee who has been evacuated locating emergency housing facilities on his own for his family nearby our relocation headquarters, pointing out that it is entirely possible that some employees evacuated might be able to find temporary headquarters for their families in Shepherdstown, Charlestown, Martins Ferry, or one of the other adjoining small towns and they felt that this was a problem to be handled by the employee, to which the Bureau should not object.

Should the Director approve the Conference recommendation

CC: Mr. Mohr
Mr. Clegg
WRG:cr

RECORDED-137 62-17381-87

memo to Asst Directors 1/8/52

EX.-8

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that stay behind Agents, upon evacuation, be given the responsibility of caring for families of Bureau employees who are evacuated appropriate notice will be immediately furnished the employees in question.

Respectfully,
For the Conference

✓

Clyde Tolson

OK.
H.

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. D. M. LADD

DATE: January 16, 1952

FROM : A. H. Belmont

SUBJECT: WAR PLANS
EMERGENCY HEADQUARTERS

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Belmont
Mohr
Tele. Room
Nease
Gandy

As you know, the Bureau has been discussing with Mr. David Stowe of the White House the matter of obtaining additional construction steel so that one of the buildings at Shepherdstown College may be completed. To date Mr. Stowe has been unable to perfect the allocation of this steel without informing all those persons interested of the reasons and the Bureau's interest in this matter.

Mr. Stowe informed Mr. Roach on January 9, 1952, that his efforts to obtain the steel through National Production Authority have been without success and he feels that the best approach now is to attempt to obtain the steel through the Chief of the U. S. Engineers Corps. Mr. Stowe stated that he would attempt to contact General Pick, Chief of the U. S. Engineers, and would arrange a conference, at which time he desired a representative of the Bureau to be present so that we may confidentially discuss the matter with him.

ACTION:

This matter will be followed by Mr. Roach with Mr. Stowe; and if you approve, the matter will be discussed with General Pick as soon as the conference can be arranged.

RRR:lw

RECORDED - 108

EX. - 67

11-1734-86

JAN 25 1952

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Harbo

DATE: January 11, 1952

FROM : I. W. Conrad

SUBJECT: EMERGENCY PLANS,
RADIO COMMUNICATIONS EQUIPMENT

Further reference is made to Executives Conference memorandum dated November 5, 1951, concerning purchase of equipment for use at Shepherdstown.

Attached hereto are technical specifications for the following equipment covered in the referenced memorandum. This completes the specifications required, the remaining specifications having previously been furnished to the Chief Clerk's Office.

| Item | Quantity | Description |
|---|---|---|
| I - | 2 | Dual Diversity Radio Receiving Terminals |
| II | 6 | ~~General Purpose Communications Receivers~~ |
| III | 1 | Audio Frequency Carrier Telegraph System |
| IV | 6 | Rhombic Antenna Kits - 3 Receiving Kits<br>3 Transmitting Kits |
| V | 2 | Frequency Shift Transmitter Exciters<br>~~(Part of transmitter)~~ |
| VI | 4 | Regenerative Telegraph Repeaters<br>~~(Receiving equipment)~~ |
| VII | 2 | Teletype Model XD93 Two Channel Start-Stop Transmitter Distributor or Equivalent<br>~~(Part of transmitters)~~ |

ENCLOSURE BEHIND FILE

All above equipment to be delivered to Washington, D. C.

The total estimated cost of the above equipment is $37,923.76.

Bid invitations should be sent to the following companies:

Attachment
JLP:jo

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JAN 29 1952
10

SEVEN

Robert Dollar Company
c/o J. D. Hopkins
716 Transportation Building
17th and H Streets, N. W.
Washington, D. C.
Attention: Mr. Finch
(2 copies)

Technical Materiel Corporation
112 Boston Post Road
Mamaroneck, New York

Northern Radio Company
453 West 47th Street
New York, New York

Radio Corporation of America
Camden, New Jersey

Hoffman Radio Corporation
3716 S. Hill Street
Los Angeles 7, California

Hammarlund Manufacturing Company
460 West 34th Street
New York, New York

Collins Radio Company
Cedar Rapids, Iowa

National Radio Company
Malden, Massachusetts

Motorola Incorporated
4545 Augusta Boulevard
Chicago, 51, Illinois

Audio Development Company
123 Bryant Avenue North
Minneapolis, Minnesota

General Electric Company
Electronics Park
Syracuse, New York

Victor J. Andrew Corporation
363 East 75th Street
Chicago, 19, Illinois

Wind Turbine Company
West Chester, Pennsylvania

Trad Television Corporation
1001 First Avenue
Asbury Park, New Jersey

Teletype Corporation of America
Chicago, Illinois

J. H. Bunnell & Co.
81 Prospect Street
Brooklyn 1, New York

Crosby Laboratories, Inc.
126 Herricks Road
Mineola, New York

Barker & Williamson
235 Fairfield Avenue
Upper Darby, Pennsylvania

Audio Equipment Company
80-20 - 45th Avenue
Elmhurst, New York

ACTION

The attached material should be furnished to the Chief Clerk's Office for appropriate action.

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Newman (M) DATE: December 11, 1951

FROM : Mr. Conrad

SUBJECT: Ex-conference Memo November 5, 1951

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Belmont
Mohr
Tele. Room
Nease
Candy

In compliance with the referenced memo it is requested that Bid Invitations be prepared for the following equipment:

Bureau of Plant Engineering
Headquarters - Fiscal Sec.

4 Each — Radio Teleprinting Equipment
Teletype Model 19 Set or Equivalent
Specifications attached.

2 Each — Radio Teleprinting Equipment
Teletype Model 15 Receiving Only Page Printer
Set or Equivalent
Specifications attached.

4 Each — Radio Teleprinting Equipment
Teletype Model 14 Low Base
Receiving Only Typing Reperforator
Set or Equivalent
Specifications attached.

ordered 12/28/51 ag

Total estimated cost of above equipment is $13,300.

Specifications for the other equipment mentioned in referenced memorandum are being prepared.

8 ENC.
88
JLP:np

ENCLOSURE BEHIND FILE

RECORDED - 88 166-17381-90
JAN 29 1952
10

FEB 7 1952

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. HARBO

DATE: November 13, 1951

FROM : D. J. PARSONS

SUBJECT: WAR PLANS

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Mohr
Tele. Room
Nease
Gandy

In connection with the Bureau's war plans, I have endeavored to plan specific squads to handle only those activities which would be necessary at the evacuation point. Alternates are not being designated in view of the fact that we have doubled up where possible and selected men who could serve on more than one squad. In this way it has been possible to keep our list to a minimum and at the same time assure that the essential people would be needed on one squad or another. These squads are in addition to Mr. Conrad, Misses Keough and Littrell, and myself.

1. Radiation and Atomic Hazards Squad:
   SA J.F. Gallagher
   SA W. R. Heilman
   SA [redacted]

2. Secret Ink Squad:
   SA [redacted]
   SA.
   SA

3. Locks Squad:
   SA G. A. Berley
   SA [redacted]

b6
b7C

4. Sabotage Squad:
   SA M. E. Williams
   SA G. A. Berley
   SA [redacted]
   SA
   SA R. H. Jevons
   SA R. M. Zimmers

5. Bacteriological and Chemical Warfare:
   SA T. D. Beach
   SA B. J. White

6. Simulation Squad:
   SA J. M. English
   SA S. W. Marshall
   SA J. C. Cadigan

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7. Document Squad:
   SA J. M. English
   SA S. W. Marshall
   SA J. C. Cadigan
   SA [redacted]
   SA J. V. Blain
   SA F. E. Webb
   SA G. W. Dingle

b6
b7C

FEB 18 1952

DJP/mek

- 2 -

Memo to Mr. Harbo
Re: War Plans 11/13/51

8. Sound and Electrical Squad:

SA R. F. Pfafman
SA J. M. Matter
SA [redacted]
SA R. L. Stevenson

b6
b7C

Technicians

[redacted]
B. C. Riggs
[redacted]

9. Radio Squad:

SA A. J. Baker
SA [redacted]
SA G. L. Davy
SA [redacted]
SA R. L. Millen
SA J. L. Perritte
SA R. W. Swartz
SA [redacted]

b6
b7C

Technicians

[redacted]
W. E. Stahl
[redacted]

b6
b7C

10. Cryptanalysis-Translation Squad:

SA C. F. Downing
SA [redacted]
SA I. W. Newpher

Translators

[redacted]

b6
b7C

The above is a total of 53 people .

25 9836

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. HARBO

DATE: January 11, 1952

FROM : D. J. PARSONS

SUBJECT: BUREAU WAR PLANS - EVACUATION

Tolson
Ladd
Clegg
Glavin ✓
Nichols
Rosen
Tracy
Harbo
Mohr
Tele. Room
Nease
Gandy

In connection with the war plans for the Laboratory Division, there are listed below the necessary files, reference material and equipment maintained in the Laboratory Division which would have to be moved to the emergency headquarters for essential operations.

This list is according to room number in order to facilitate the location, loading and handling.

DEPARTMENT OF JUSTICE BUILDING --

Room 7140 - Radio Section

1. Three file cabinets containing radio files, frequency records and instruction manuals.
2. All portable and miniature transmitting and receiving equipment.
3. Signal generators.
4. Tube testers.
5. Vacuum tube voltmeters.
6. Ohmeters (1200E).
7. Oscilloscope.
8. Motorola P8501 meters.
9. GE test sets EX-1-C.
10. Portable Doolittle.
11. Frequency standards.
12. Grid dip meter.
13. Crystal checker.

Room 7318 - Electrical Unit

1. Three cabinets containing equipment instructions, necessary technical references, sound men index and inventories.
2. One each all miscellaneous types of transcribers, Magnecord recorders and playbacks.
3. 3D recorders, Model L and 216X playbacks.
4. Binoculars and scopes.
5. Ultraviolet lamps.
6. Spotlights and floodlights.
7. Briefcase detectaphones.
8. Aurex detectaphones.
9. Telephone instruments.
10. Metal locators and retrievers.
11. Telephone supplies.

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- 1 - 62

12. GN, GS, JK types telephone wire.
13. Telephone cable.
14. Batteries.
15. Radio tubes.
16. Recording tape and discs (12").
17. Microphone and power cable.
18. Test meters.
19. Director's supplies.
20. Tools and test sets.
21. Converters, inverters, and battery chargers.
22. Power detectaphones.
23. Preamplifiers.
24. Resistor, condenser, screw, nut and connector stock.
25. Microphone stock.
26. Mic-tel units.
27. All possible tools, small parts, wire stock, crystals.

Room 7330 - Document Section

1. One cabinet containing seal collection, passport and identity paper index, and collection of foreign and domestic papers.
2. Recordak.
3. Three microscopes.
4. Magnifiers and engineer's scales.
5. Chamfering equipment - electric iron, wood burning equipment and steamers.

Room 7338 - Document Section

1. One cabinet of photographic equipment.

Room 7407 - Physics & Chemistry Section

1. Secret ink reference index.
2. Ultraviolet lights.

Room 7416 - Physics & Chemistry Section

1. One cabinet containing explosives reference collection, key blanks, locks and codes.

Room 7601 - Document Section

1. New section National Security File.
2. Key Figure File.
3. Original of Typewriter Standards File.

Memo to Mr. Harbo 1/11/52
Re: Bureau War Plans - Evacuation

Room 7621 - Laboratory Files Unit

1. Three cabinets security, espionage and sabotage laboratory files.

IDENTIFICATION BUILDING --

Room 6228IB - Cryptanalysis-Translation Section.

1. Eight cabinets cipher key file.
2. Three cabinets Code and Confidential Book file.
3. One cabinet containing intercept file, double meaning file, radio procedure file, cable address file and key book file.
4. Two cabinets containing emergency supply cipher pads.
5. One cabinet containing cipher pad administrative folders, authentication code, code book D manuscript.
6. One cabinet containing cipher machine maintenance, repair and security manuals, rotor arrangement, rotors, machine rotors and 15,000 IBM cards on keying procedure.
7. One Recordak viewer.
8. One Presto playback (116X).
9. One binocular microscope.
10. One cabinet containing cryptanalysis texts, commercial and private code books, cryptanalysis reference material and foreign language dictionaries.

The above is material specifically utilized by the Laboratory and does not include desks and other furniture, typewriters, paper and other supplies which are used Bureau wide. It is assumed that the Administrative Division will provide these supplies at the emergency headquarters.

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 1/16/52

FROM : Mr. Clegg

SUBJECT: BUREAU WAR PLANS
EVACUATION

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Gurnea
Harbo
Mohr
Parsons
Tamm
Trotter
Nease
Gandy

Reference is made to my memorandum of December 18, 1951, indicating the status of the items being considered in connection with the proposed evacuation program from Washington, D. C., and also items concerning the evacuation of personnel to shelter areas at the SOG.

All items in connection with this program have now been completed with the exception of the following:

1. Transportation

A survey is currently being made to determine the availability of automobiles necessary to transport employees to the evacuation point. The system of mobilizing this equipment is being prepared. The Administrative Division is handling this matter.

2. Files

The 3x5 cards, which will be the basis for the primary index to the files taken to the evacuation point, have been prepared. These cards are now being checked against the security index cards maintained in the Domestic Intelligence Division. It is estimated that this check will be completed in the next several days. When this check has been completed, these cards will be made available to the Records Section.

The colored file covers for the files selected for evacuation have been received and are being placed on the pertinent files. The Records Section estimates that with the number of personnel available at this time this project will be completed in approximately 60 days.

The cabinets in which the selected files are located will be appropriately labeled upon completion of the file cover project.

FJH:arg

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INDEXED - 53

FEB 15 1952

FEB 1 1952

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3. Communications

The necessary cable, wire, and connectors to install the 60 telephone instruments stored at the evacuation point have been ordered and will be brought to the evacuation point when available. The Records and Communications Division is arranging for the purchase of this material.

Arrangements have not been completed for the micro-wave length system for communicating with temporary location of the White House and critical agencies. Bureau representatives are continuing to work with the National Security Resources Board Committee concerning the micro-wave system in an effort to select and obtain equipment to be utilized in this project. The Laboratory is handling this matter.

On November 30, 1951, the Bureau received from the military through arrangements with the Federal Civil Defense Agency a truck and trailer containing a complete 450 watt CW radio station to be used for emergency communications until such time as the proposed micro-wave system becomes operative. This equipment is stored at the Clinton Radio Station and could be brought to the evacuation point and placed in operation in a very short period of time should an emergency occur.

4. Furniture and Supplies

Each item listed for transportation to the evacuation point is being labeled with a small red scalloped tag. Each Division is handling the labeling of its own material to be evacuated.

5. Medical Supplies

Approximately 90% of the medical supplies and equipment which have been ordered have been received. Additional equipment is being received daily.

6. First Aid

First Aid instructions will be afforded 25% of the personnel scheduled for evacuation. It is expected that this training will commence on January 28, 1952.

7. Air Raid Drills

A practice evacuation has not been held for employees in the Justice Building. The building Superintendent has advised that the Department has not yet completed plans for air raid drills and a building-wide practice evacuation will be held when these plans are completed. The Administrative Division is handling this matter.

UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

*In Reply, Please Refer to File No.*

WASHINGTON 25, D. C.

November 14, 1951

Mr. Tolson
Mr. Ladd
Mr. Nichols
Mr. Belmont
Mr. Clegg
Mr. Glavin
Mr. Harbo
Mr. Rosen
Mr. Tracy
Mr. Laughlin
Mr. Mohr
Tele. Room
Mr. Nease
Miss Gandy

MEMORANDUM FOR THE DIRECTOR

Supervisor Riley, in Mr. Glavin's Office, has been in touch with me concerning any facilities, records and equipment that should be evacuated from the Director's Office in the event of an emergency evacuation, in order that your office could be set up and ready for operation upon your arrival at the emergency headquarters. They desire this information to carry out their planning for transporting the facilities, et cetera. It is my understanding that office furniture and supplies have already been provided for. Unless advised to the contrary, I contemplate submitting the following as necessary in an emergency:

(1) An adequate telephone set-up, which should include connections through the central switchboard as well as a private line.

(2) There should be two recording devices for use on the telephone lines.

(3) There should be an annunciator system that could be readily installed for your use in summoning members of your office staff.

(4) There should be a minimum of seven typewriters.

(5) There should be at least one dictating machine and three transcribing machines.

(6) The card indices in Miss Gandy's office, as well as one file cabinet containing the official confidential file, will be necessary.

(7) Miscellaneous reference material maintained on the rack back of the Director's desk, which includes the Administrative Data Book, et cetera, should be taken.

It is believed that the above constitutes the bare essentials that would be necessary in the event of an evacuation, unless you have contrary views.

Respectfully submitted,

G. A. Nease

GAN:eff

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66-1751-94
FEB 8 1952
881
16 FEB 19 1952

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. R. T. Harbo

DATE: January 23, 1952

FROM : Mr. I. W. Conrad

SUBJECT: Equipment For Emergency Evacuation

Reference is made to the memo of Mr. Nease for the Director dated November 14, 1951, setting forth seven items to be handled in the event of an emergency evacuation.

It is presumed that item one consisting of an adequate telephone setup, which should include connections through the central switchboard as well as through a private line, is being handled through the office of Mr. Nichols.

In connection with item two calling for two recording devices for use on the telephone lines, it is definitely recommended that consideration be given to obtaining two large electronic recording—reproducing machines with double mandrel similar to the two Model A-2-M Units presently in use for the Director's Office. It is noted that practically all telephone communications at the evacuation point will be long distance, and the best possible type of amplifier and equipment would be needed for connection to lines handling this type of traffic. In the event two of the small dictating machine units were utilized, both would have to be used as a single unit to obtain continuous recording of any conversation having more than 15 minutes duration. This in turn would prevent any simultaneous recording or stand-by protection in the event of failure on one machine. The small dictating type unit is not equipped with automatic volume control, which is practically essential on a telephone line and especially so for long distance operation. The smaller units, likewise, are not equipped with a hum balancing circuit to permit the optimum of quietness on any given telephone line. The smaller unit also has only a small amplifier designed primarily for dictation only where an individual talks more or less directly into a microphone for close range operation. In order to obtain a communication amplifier having sufficient reserve volume for long distance telephone signals, it will be necessary to utilize the larger units similar to those now in operation in the Director's Office. The large unit has sufficient capacity to permit mounting the various relays for remote control operation and this is not so with the smaller unit which would necessitate all relays being mounted externally. The large machine lists on the Government Schedule at $925 whereas the small machine lists at $410. For the difference in price, and considering the additional advantages obtained with the larger unit, it is recommended that two large units be obtained rather than two small units.

Item three calling for an annunciator system is being handled by the office of the Chief Clerk and the necessary descriptive data for the purchase of these units, similar to the ones already in use in the Director's Office, has already been turned over to the office of the Chief Clerk by the Laboratory. It is presumed that the annunciator system referred to implies only the buzzer and flagging system, and does not imply a voice inter-office system such as the Dictagraph system already in use also in the Director's Office.

The Laboratory has been advised that items 4, 5, 6 and 7 are all being handled by the office of the Chief Clerk.

RFP:mmm

INDEXED - 40

66-1738-95

FEB 8 1952

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EX - 50

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Ladd

DATE: January 28, 1952

FROM : Mr. Rosen

SUBJECT: WAR PLANS
INVESTIGATIVE DIVISION

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Mohr
Tele. Room
Nease
Gandy

In the event it becomes necessary to evacuate the FBI Headquarters in Washington it has been decided that the Criminal Informant Index and the several Fugitive Indices (General, Deserter and Selective Service) should be taken.

The following individuals, who are members of the group to be evacuated, are being designated to handle the evacuation of the indices:

| | | |
|---|---|---|
| C. J. Martin | - | General Fugitive Index |
| E. L. Robbins | - | Deserter Index |
| C. A. Evans | - | Criminal Informant Index |
| [redacted] b6 b7C | - | Selective Service Index |

These employees have been notified of this responsibility.

RECORDED - 40 166-1734-96
FEB 5 1952
EX - 13

cc - Mr. Holmes

WPJ:pdw

CLASSIFIED

FEB 1 1952

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. HARBO

DATE: January 22, 1952

FROM : D. J. PARSONS

SUBJECT: BUREAU WAR PLANS LABORATORY

Mr. Tolson
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Mohr
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Holmes
Miss Gandy

My memorandum of January 11, 1952, listed Laboratory equipment and its location for evacuation to emergency headquarters.

Supplementing this list are the following items:

1 Room 7126 - Physics & Chemistry Section

One trunk of major case equipment

Room 7416 - Physics & Chemistry Section

One portable X-ray unit and fluoroscope

DJP/mek

66-17371-97

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SERIALIZED

65 FEB 18 1952

EX. - 50

FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : R. T. Harbo

DATE: February 4, 1952

FROM : I. W. Conrad

SUBJECT: EMERGENCY HEADQUARTERS
MODIFIED TELEPHONE CODE

Tolson
Ladd
Clegg
Mohr
Tele. Room
Nease
Sandy

Reference is made to the memorandum of Mr. Wherry to Mr. Nichols dated 1-21-52, in the above matter.

Relative to Item one, it is recommended that a Memobelt Recorder be utilized in conjunction with the standard transcriber for this type equipment used by the Bureau and stocked by the Chief Clerk's office. It is recommended that one Model A-2-M Dictaphone Electronic Recording-Reproducing Machine with a 15 minute capacity be used listing on Government schedule of supplies under contract No. 54-M-24695-10, Item 15 at $925. This unit provides for communications amplifier, a balance control for telephone line hum and also automatic volume control changes preferable for the type of use contemplated for such equipment. The smaller units presently in use for disguise purposes in the FBI switchboard room sell for approximately $410 each which would necessitate an expenditure of $820 for two small units to obtain continuous recording capacity. With the use of the two smaller units no automatic volume control would be available. Likewise, there would be no communications amplifier nor would there be any line hum balance control. The Memobelt transcribers are standard at the Seat of Government and one can in all probability be readily obtained by so requesting from the office of the Chief Clerk.

Relative to Item 2, it is definitely recommended that Mr. Wherry's original suggestion be followed; namely, that the equipment be obtained and transported to the emergency headquarters and stored at that point. It is not believed desirable to crate the equipment and store it at the Seat of Government in Washington.

Item 3. The Memabelts are standard media for dictating machines at the Seat of Government and a suitable supply of these belts for emergency use can readily be obtained by requesting them from the office of the Chief Clerk.

66-17581-98

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EX.-28

FEB 19 1952

RFP:kmb

76 FEB 23 1952

Bureau War Plans - Emergency Headquarters
FOR SOG

Item 4 desires that instruction be given all switchboard operators in the normal operation and functioning of the equipment obtained. This instruction can be given at any time in Room 7318 of the Justice Building on similar equipment already available in operation on other assignments.

Unless otherwise advised above rec. will be placed in effect.

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Nichols

DATE: 1-21-52

FROM : L. E. Wherry, Jr.

SUBJECT: EMERGENCY HEADQUARTERS
MODIFIED TELEPHONE CODE

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Belmont
Mohr
Tele. Room
Nease
Gandy

BUREAU WAR PLANS
EMERGENCY HEADQUARTERS FOR SOG

As you know, we have recording equipment installed in the Switchboard to record emergency telephone calls from the foreign liaison offices in the event diplomatic communications channels are not available. The code is designed in such a manner that it would not be likely to arouse the suspicions of foreign censors; however, it must be recorded. Our Code Room has a playback unit which can be used to obtain a typewritten copy of the code for decoding.

To date, no provision has been made to provide for recording these calls at the emergency headquarters site. I believe this should be done. Although the possibilities of its use after we were forced to utilize the emergency headquarters site may seem to be rather remote, the writer feels that we should be prepared as long as a possibility exists that the modified code could be used under these circumstances.

RECOMMENDATION:

It is recommended

(1) That the Laboratory obtain and prepare suitable recording equipment for use with the emergency headquarters switchboards together with a playback unit.

(2) That this equipment be tested, crated, and not be taken to the emergency headquarters site ~~and~~ but stored there.

(3) That a sufficient quantity of recording blanks be obtained and stored with the equipment.

(4) That Switchboard and Code Room personnel be instructed in the use of the equipment before it is crated and stored, in the event it is unlike that which is currently in use.

LEW:mas

1 - CORDED-137

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FEB 19 1952

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65 FEB 26 1952

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : H. L. EDWARDS

DATE: January 29, 1952

FROM : H. E. GUIGON

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Belmont
Mohr
Tele. Room
Nease
Gandy

SUBJECT: BUREAU WAR PLANS

As a result of a survey of the Personnel Section of the Administrative Division in accordance with instructions contained in Memo dated 1-8-52, entitled Bureau War Plans, the following is submitted:

Transportation:

There are no available automobiles among the evacuee personnel with the exception of the agents assigned to the Rally Points as follows:

SA [redacted] _____ 6 Passenger Sedan

b6
b7C
SA W. E. Clark _____ 6 Passenger Sedan

SA C. Ray Davidson _____ 6 Passenger Sedan

Elevator Service -- Physically Handicapped

All employees in the Personnel Section are physically able to descend the stairs in case of an air raid.

SA Supervisor J. E. Edwards has suggested that each Agent Supervisor be furnished two or three general passes to be issued in cases of emergency.

Changes:

The following changes should be made in the December 12, 1951 Memo listing the employees in the Personnel Section listed for evacuation.

Under Personnel Action Unit

[redacted] should be changed to [redacted]

b6
b7C

66-17321-108

HEG:mfj

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Under Movement Unit

[redacted] ——— should replace [redacted] who resigned

[redacted] ——— should replace [redacted] who is under transfer

b6
b7C

Under Personnel Section

[redacted] ——— should replace [redacted] who resigned